

CHAPTER 8

LEGAL DEPARTMENTS

Departments included in this chapter:

The Lord Chancellor's Departments:

1. The Lord Chancellor's Department
2. The Northern Ireland Court Service
3. Public Record Office
4. HM Land Registry

The Law Officers' Departments:

5. The Crown Prosecution Service
6. Serious Fraud Office
7. Treasury Solicitor's Department
8. The Crown Office

THE LORD CHANCELLOR'S DEPARTMENT

The Department consists of the Departmental Headquarters, two executive agencies and a number of associated offices and non departmental public bodies.

Department's Aim

To ensure that people can uphold their rights and fulfil their obligations, in particular through efficient and affordable courts and legal services, and by developing the civil law to meet society's needs.

The Core Department

The Core Department consists of the Departmental Headquarters and six associated offices. Headquarters provides advice and support to the Lord Chancellor on policy and in his supervision of the agencies, as well as in the appointment of virtually all the judiciary.

The associated offices operate independently on a day to day basis but Headquarters is responsible for the control and monitoring of these offices. The associated offices of the Lord Chancellor's Department are: The Office of the Legal Services Ombudsman; The Law Commission; The Office of the Official Solicitor; The Judicial Studies Board; HM Magistrates' Court Service Inspectorate; The Council on Tribunals and The Office of the Judge Advocate General.

The Executive Agencies

The agencies of the Lord Chancellor's Department are the Court Service and Public Trust Office.

The Court Service is responsible for the administration of courts (except magistrates) in England and Wales and a number of Tribunals. The Public Trust Office administers the property and financial affairs of mentally incapable persons, funds in court and administers estates where there are no trustees or executors appointed or willing to act.

The Self-accounting Non Departmental Public Bodies

The Legal Aid Board and the Lord Chancellor's Advisory Committee on Legal Education and Conduct are funded through the provision of grants from the Lord Chancellor's Department. Full accruals accounts are not yet available for each body. Until full accounts are published the assets of each will be presented in the Lord Chancellor's Department's NAR at the same level of detail as the Core Department.

THE NORTHERN IRELAND COURT SERVICE

Department's Aim

To facilitate the effective and efficient administration of justice in Northern Ireland.

The Northern Ireland Court Service consists of the Departmental Headquarters and 25 associated offices. Headquarters provides advice and support to the Lord Chancellor as well as being responsible for the control and monitoring of the regional offices.

The Northern Ireland Court Service (NICtS) has no executive agencies. The self-accounting non departmental public body, the Legal Aid Department, is funded by means of appropriation account through NICtS. The NICtS accounting officer is also accounting officer for the Legal Aid Department. Full accruals accounts are not yet available for this body. Until full accounts are published the assets of Legal Aid Department will be presented in the Northern Ireland Court Service's NAR at the same level of detail.

THE PUBLIC RECORD OFFICE

The Public Record Office (PRO) is an executive agency funded by a vote from Parliament. The PRO is a Government Department in its own right established under the Public Record Acts of 1958 and 1967, and the Chief Executive, the Keeper of Public Records, reports directly to the Lord Chancellor. The PRO became an executive agency on 1 April 1992.

Department's Aim

To assist and promote the study of the past through the public records in order to inform the present and the future.

To achieve this aim, the Office undertakes four core activities:

- It supervises the selection, safekeeping and transfer of the public records;
- It keeps the records selected for preservation in the PRO or allocates other suitable places of deposit for them;
- It provides access to the records and encourages and promotes their use;
- It gives advice and guidance to government and others on public record issues.

HM LAND REGISTRY

Established in 1862, the Land Registry's role is to maintain a register of title to freehold and leasehold land in England and Wales and to deliver land registration services to the public. It is a separate department of government which became an executive agency in July 1990 and a trading fund in April 1993.

The Registry's register of fixed assets has been fully operational since 1 April 1992 and is used to compile the Tangible Fixed Assets Notes to the Annual Report and Accounts prepared pursuant to Section 4(6) of the Government Trading Funds Act 1973.

Accounting policies and aggregation

The Lord Chancellor's Department

The Core Department

The Departmental fixed asset register is drawn up on the basis of Departmental accounting policies which comply with the Treasury's Resource Accounting Manual. The asset register is maintained under the historical cost convention, modified to include the revaluation of fixed assets at their value to the business by reference to their current costs. The accounting policy complies fully with the Code of Practice contained in the manual on Resource Accounting as supplemented by specific Treasury guidance.

The Core Department does not hold any freehold land and buildings. All buildings are occupied under the terms of modern leaseholds and, as such, are not included in the Departmental asset register.

Plant, equipment, fixtures and fittings and vehicles have been restated using Price Index Numbers for Current Cost Accounting (Office for National Statistics). The minimum level for capitalisation of tangible fixed assets is £1,000.

Some additional information relating to the users of assets have been provided to aid the reader's understanding. For example, computers are reported in relation to the number of users of a system. This presentation gives a truer reflection of the value of the assets to the business rather than a pure count of the number of personal computers within the Department.

Furniture is also presented in terms of users of a building rather than number of chairs, etc.

The Executive Agencies

The Court Service

The Court Service asset register is drawn up on the basis of accounting policies which are consistent with the Departmental policies outlined above. The Court Service has a considerable estate, therefore property assets comprise the vast majority of the asset register for the Court Service.

Land and buildings have been included on the Court Service asset register on the basis of cost or professional valuation and the Treasury index model for asset valuations.

Plant, equipment, fixtures and fittings and vehicles have been restated using Price Index Numbers for Current Cost Accounting (Office for National Statistics), with the exception of operational antiques and items of value (see below).

Operational antiques/items of value are stated at their professional valuation, (reviewed quinquennially) with no indexation in the intervening years.

The minimum level for capitalisation of tangible fixed assets is £1,000, apart from property assets which are included regardless of cost and some IT assets which are included because to omit them would distort the accounts.

Land and building

Apart from the Royal Courts of Justice, where several buildings make up a single site full details are given for the site rather than the individual buildings which make up that site.

As for the Core Department's NAR (above), details of the users of assets have been presented to aid the reader's understanding.

Inclusions

Although over 10,000 items of IT equipment are included in this report, a large number of these are likely to be transferred in the near future to the private sector under the terms of contracts negotiated in response to the Private Finance Initiatives (PFIs).

The floor areas quoted for properties are a mixture of Net Internal Areas, which were subject to a recent measurement exercise, and historic Agent's Letting Areas (ALAs), which are due to be reviewed.

Exclusions

Non-operational antiques such as paintings and works of art have been excluded. These may be included as inventory items on the Court Service asset register at a future date.

Property assets in the course of construction are omitted from the NAR as the information is not available. However, two properties (Kingston and Reading Crown courts) which were completed in April 1997 (and thus would not GET technically qualify for capitalisation on the asset register) are included in this report for completeness.

The Public Trust Office

The Public Trust Office accounting policies are broadly consistent with the Departmental policies outlined above, with the following exception:

- a) The capitalisation threshold for fixed assets is £250. Low value items are capitalised provided there are enough assets to give a combined value of more than £15,000.

Further information on fixed assets is available in the Annual Report 1996/97.

Land and building

The Headquarters building is not included in the balance sheet at 31 March 1997 but will be included in the financial statements from 1 April 1998 when capital charging is introduced. The value of freehold property and land is based on the Property Holdings valuation of 1995 and the Treasury index model for asset valuations.

The Self-accounting Non Departmental Public Bodies

Legal Aid Board

The Legal Aid Board's accounting policies are consistent with the Departmental policies.

The Board does not hold any freehold land and buildings.

The minimum level for capitalisation of tangible fixed assets is £300 in line with the requirements of the Financial Memorandum between the Board and the Lord Chancellor's Department.

Assets have been presented in a way to best aid the reader's understanding. For example, computers are reported in relation to the number of users of a system. This presentation gives a truer reflection of the value of the assets to the business rather than a pure count of the number of personal computers within the Department. All of the Board's systems and personal computers are connected to a wide area network. All of the systems can be accessed by any personal computer.

Furniture is also presented in terms of users of a building rather than number of chairs etc. Furniture also includes high density storage systems as these are not separately identified within the Board's asset register.

The Lord Chancellor's Advisory Committee on Legal Education and Conduct

The Committee's fixed asset register is drawn up on the basis of the Lord Chancellor's Department's accounting policies amended as necessary to reflect the needs of the Committee.

The minimum level for capitalisation is £300.

Furniture has been reported in terms of total users of office furniture within the building rather than by individual number of desks, chairs etc.

The Committee has no capitalised land and buildings, vehicles or antiques. All other assets have been reported.

The Northern Ireland Court Service

The Departmental fixed asset register is drawn up on the basis of Departmental accounting policies which comply with the Treasury's Resource Accounting Manual.

In particular, the fixed asset register has been prepared under the historical cost convention, modified to include the revaluation of fixed assets at their value to the business by reference to their current costs. The accounting policy complies fully with the Code of Practice contained in the manual on Resource Accounting as supplemented by specific Treasury guidance.

Plant, equipment, fixture and fittings and vehicles have been restated using Price Index Numbers for Current Cost Accounting (Office for National Statistics). The minimum level for capitalisation of tangible fixed assets is £1,000.

Some additional information relating to the users of assets have been provided to aid the readers' understanding. For example, computers are reported in relation to the number of users of a system, this representation gives a truer reflection of the value of the assets to the business rather than a pure count of the number of personal computers.

Furniture is also presented in terms of users of a building rather than pure numerical representation.

Non operational antiques such as paintings and works of art are excluded. These may be included as inventory items on the Court Service asset register at a future date.

The Public Record Office

As part of the process of the construction of our opening 'agency' balance sheet we conducted a full survey of our asset base. From this survey we established a computerised fixed asset register which is integrated with our accounting system. This register is routinely reconciled with our general ledger and is used to construct the balance sheet disclosure of the categories and values of assets held by the PRO.

Under devolved management arrangements budget managers are responsible for all aspects of fixed asset stewardship. These arrangements allow for renewals planning, preventative maintenance of the asset base, asset disposals resulting from redundancy and the identification of those assets which are beyond economic repair. In the event of disposal of assets which are redundant or beyond economic repair arrangements are in place to seek the best price available.

Our agency Accounts are prepared under the historical cost convention which is modified by the revaluation of tangible fixed assets. The land and buildings were separately professionally valued by chartered surveyors at 31 March 1997, and these assets will be revalued at intervals of 5 years. The Office has not entered into any finance leases. Other fixed assets are revalued through indexation, the indices used in this process were supplied by the Office for National Statistics.

We have prepared our National Asset Register report from the information held on our computerised asset register. Further information relating to fixed assets can be found in note 16 of our Annual Report and Accounts 1996-97.

Land and buildings are separately identified. For all other categories a threshold of £100,000 has been agreed in order to reveal individual assets of significance. The balance of assets which fall below this limit are aggregated.

HM Land Registry

Physical verification of each item of fixed assets is completed annually. Where equipment is no longer required or has become obsolete it is sold at the best price achievable.

The audited Accounts are prepared under the historical cost convention, modified to include the revaluation of tangible fixed assets. Freehold and long leasehold land and buildings are professionally revalued every three years. In the intervening years the Valuation Office provide a 'desktop' valuation. The 'desktop' valuation has regard to local and national movements in the property market but is carried out without the benefit of inspection. Finance leases are capitalised at the net present value of future lease obligations. Other fixed assets are valued using the Office for National Statistics indices.

The fixed asset register has been used to produce the Registry's contribution to the National Asset Register. The details in the main body of this report show various categories of tangible fixed assets as at 31 March 1997. The largest category of the Registry's fixed assets, Land and Buildings, has been broken into freehold, long leasehold and short leasehold. All properties are separately identified.

Further information

Further details of each body can be obtained in the following publications, available through The Stationery Office:

Lord Chancellor's Department: Departmental Report	March 1997
The Court Service: Annual Report: 1996-97	July 1997
The Public Trust Office: Annual Report: 1996-97	October 1997
The Legal Aid Board: Annual Report: 1996-97	June 1997
The Lord Chancellor's Advisory Committee on Legal Education and and Conduct: Annual Report: 1996-97	November 1997
Northern Ireland Court Service: Annual Report: 1996-97	September 1997
HM Land Registry: Annual Report: 1996-97	July 1997
Public Record Office: Keepers Report: 1996-97	July 1997

The Lord Chancellor's Department

a) The Core Department

Description	Number of Items
Land and Buildings	Nil
Plant and Machinery	
Canteen Equipment	18
Photocopiers	26
Other	<u>13</u>
	57
Furniture	Staff
Council on Tribunals, 7th Floor, 22 Kingsway	18
HM Magistrates Court Service Inspectorate - 4 Sites	28
Judicial Studies Board, Millbank Tower	21
Law Commission, Conquest House	69
Legal Services Ombudsman, 22 Oxford Court, Manchester	15
Official Solicitor, 81 Chancery Lane	122
Judge Advocate General, 22 Kingsway	9
Statutory Publications Office, Tufton Street	40
Selborne House	619
Specialist Storage Systems	7
Computer Equipment Systems	Users
LCD HQ Office Network (Nexus)	600
Law Commission	65
Official Solicitor	122
Council on Tribunals	15
Judge Advocate General	15
Judicial Studies Board	25
HM Magistrates Court Service Inspectorate	30
Legal Services Ombudsman	20
LCD HQ Typing Pool - Gateshead	15
Portable Computer Equipment	185
Others	4
Computer Equipment (Large Systems)	Users
Accounting System (MIDAS)	183
Personnel System (CPIS)	108
Shared Equipment (MIDAS/CPIS)	N/A
Statute Law Database	40

The Core Department (continued)

Telecommunications (Telephone Systems)	Staff
Law Commission	69
Legal Services Ombudsman	15
LCD HQ Accounts Office - Bristol	16

Other Equipment	Number of Items
Vehicles	10

b) The executive agencies

(i) The Court Service

Description	Number of Items
Land and Buildings (see Annex A)	<i>Floor Space (m²)</i>
Crown Courts	155,912
County Courts	82,403
Combined Courts	225,475
Supreme Court	35,503
Judges Lodgings	9,837
Tribunals	Nil
Administration & Management Offices	3,656
	512,786
Plant and Machinery	
Office Equipment	
Crown Courts	67
County Courts	250
Combined Courts	144
Supreme Court	106
Judges Lodgings	2
Tribunals	14
Administration & Management Offices	59
	642
Courtroom Equipment	
Crown Courts	365
County Courts	195
Combined Courts	433
Supreme Court	1
Judges Lodgings	Nil
Tribunals	Nil
Administration & Management Offices	17
	1,011

Other Equipment	Number of Items
Crown Courts	395
County Courts	241
Combined Courts	565
Supreme Court	69
Judges Lodgings	28
Tribunals	15
Administration & Management Offices	13
	1,326

Furniture	Staff
Crown Courts	1,218
County Courts	3,689
Combined Courts	2,702
Supreme Court	1,238
Judges Lodgings	62
Tribunals	291
Administration & Management Offices	862

Specialist Storage Systems	No of Items
Crown Courts	25
County Courts	289
Combined Courts	175
Supreme Court	30
Judges Lodgings	Nil
Tribunals	9
Administration & Management Offices	32
	560

Computer Equipment	
Large Corporate Systems	Users
Estate Management System (ANRA)	32
Court Building Invoice Tracking System (BITS)	13
Configuration Management System (CM)	73
Crown Court Electronic Support System (CREST)	Nil
Departmental Asset Register System (DARSYS)	2
Property Management Database (MANIFEST)	57
Parking Enforcement Centre System (PARC)	8
Procurement and Management Information System (PROMIS)	105
Civil Appeals Office System (RECAP)	50
Summons Production Centre System (SPC)	5
Miscellaneous items not attached to particular systems	N/A

Small Systems

Crown Courts	352
County Courts	3,434
Combined Courts	1,483
Supreme Court	1,425
Judges Lodgings	Nil
Tribunals	364
Administration & Management Offices	3,243

10,301**Description****Number of Items****Antiques Operational**

Crown Courts	108
County Courts	35
Combined Courts	69
Supreme Court	401
Judges Lodgings	97
Tribunals	4
Administration & Management Offices	1

715**Non-Operational****Nil****Telephone Systems & Facsimile Machines**

Crown Courts	101
County Courts	442
Combined Courts	154
Supreme Court	28
Judges Lodgings	21
Tribunals	23
Administration & Management Offices	114

883**Vehicles**

Administration & Management Offices	5
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(ii) The Public Trust Office

Description	Number of items
Land and Buildings	<i>Floor Space (m²)</i>
ⁱ <i>Stewart House, 24 Kingsway, London</i>	9201
	9201
Plant and Machinery	169
Furniture	<u>Staff</u>
<i>Stewart House, 24 Kingsway, London</i>	590
Computer Equipment	<u>Users</u>
Equipment	590
Software Systems	590
Antiques	
Operational	64
Non-Operational	Nil
	64
Telephone Systems	<u>Users</u>
<i>Stewart House, 24 Kingsway, London</i>	500

ⁱ The Headquarters building is not included in the balance sheet at 31st March 1997 but will be included in the financial statements from 1st April 1998 when capital charging is introduced

c) The self-accounting non-departmental public bodies

(i) Legal Aid Board

Description	Number of Terms
Land and Buildings	Nil
Plant and Machinery	
Photocopiers	73
Other	368
	441

Furniture	Staff
London Area Office	233
Brighton Area Office	86
Reading Area Office	72
Bristol Area Office	79
Cardiff Area Office	71
Birmingham Area Office	98
Manchester Area Office	90
Newcastle Area Office	82
Leeds Area Office	98
Nottingham Area Office	90
Cambridge Area Office	86
Chester Area Office	68
Liverpool Area Office	85
Head Office - 2 Sites	327

Computer Equipment	Users
Systems	1437
Portable Computer Equipment	N/A

Telephone Systems	Staff
London Area Office	233
Brighton Area Office	86
British Area Office	79
Cardiff Area Office	71
Birmingham Area Office	98
Manchester Area Office	90
Nottingham Area Office	90
Cambridge Area Office	86
Liverpool Area Office	85
Head Office - 2 Sites	327

(ii) The Lord Chancellor's Advisory Committee on
Legal Education and Conduct

Description	Number of Items
Land and Buildings	Nil
Plant and Machinery	41

Furniture	<u>Staff</u>
8th Floor, Millbank Tower, Millbank, London, SW1P 4QU	25

	<u>Users</u>
Computer Equipment	25

The Northern Ireland Court Service

Description	Number of Items
Land and Buildings	<i>Floor Space (m²)</i>
Court House, Ballymoney Road, Ballymena, BT 43 5EH	2,058
Court House, Church Road, Newtownabbey, BT 36 7LG	986
Court House, Victoria Road, Larne, BT 40 1RN	285
Bangor Court House, Quay Street, Bangor, BT 20 5ED	439
Newtownards Court House, Regent Street, Newtownards, BT 23 4LP	2,225
Crumlin Rd Court, Crumlin Road, Belfast, BT 14 6AH	5,594
Old Town Hall, Chichester Street, Belfast, BT 1 3JA	1,833
Petty Sessions, Chichester Street, Belfast, BT 1 3JA	4,130
Royal Courts of Justice, Chichester Street, Belfast, BT 1 3JA	12,825
Court House, Central Way, Craigavon, BT 64 1AB	3,095
Court House, College Street, Armagh, BT 61 9DJ	5,000
Court House, Trevor Hill, Newry, BT 34 1DW	5,210
Downpatrick Court House, English Street, Downpatrick, BT 30 6AD	2,285
Court House, Victoria Street, Banbridge, BT 32 3DH	496
Antrim New Court House, Castle Way, Antrim, BT 41 4AQ	3,014
Lisburn Court House, Railway Street, Lisburn, BT 28 1XW	793
Court House, Derry Road, Strabane, BT 82 4SW	522
Court House, Bishop Street, Londonderry, BT 48 6PY	1,793
Court House, Main Street, Limavady, BT 49 0EP	253
Court House, Hospital Road, Magherafelt, BT 45 5DG	720
Court House, Mountsandel Rd, Coleraine, BT 52 1NY	2,338
Clougher Court House, Main Street, Clougher, BT 76 0AA	320
Omagh Court House, High Street, Omagh, BT 78 1UD	1,582
	57,796
Leases	<i>Floor Space (m²)</i>
Bedford Ho, Bedford Street, Belfast, BT 2	2,059
Lancashire Ho, Linenhall Street, Belfast, BT 1	430
Windsor Ho, Bedford Street, Belfast, BT 2 7LT	1,764
	4,253

The Northern Ireland Court Service (continued)

Description	Number of items
Furniture	<i>Staff</i>
Court House, Ballymoney Road, Ballymena, BT 43 5EH	15
Court House, Church Road, Newtownabbey, BT 36 7LG	20
Court House, Victoria Road, Larne, BT 40 1RN	3
Bangor Court House, Quay Street, Bangor, BT 20 5ED	8
Newtownards Court House, Regent Street, Newtownards, BT 23 4LP	17
Crumlin Rd Court, Crumlin Road, Belfast, BT 14 6AH	20
Old Town Hall, Chichester Street, Belfast, BT 1 3JA	25
Petty Sessions, Chichester Street, Belfast, BT 1 3JA	50
Royal Courts of Justice, Chichester Street, Belfast, BT 1 3JA	135
Court House, Central Way, Craigavon, BT 64 1AB	17
Court House, College Street, Armagh, BT 61 9DJ	7
Court House, Trevor Hill, Newry, BT 34 1DW	17
Downpatrick Court House, English Street, Downpatrick, BT 30 6AD	10
Court House, Victoria Street, Banbridge, BT 32 3DH	3
Antrim New Court House, Castle Way, Antrim, BT 41 4AQ	7
Lisburn Court House, Railway Street, Lisburn, BT 28 1XW	8
Court House, Derry Road, Strabane, BT 82 4SW	4
Court House, Bishop Street, Londonderry, BT 48 6PY	22
Court House, Main Street, Limavady, BT 49 0EP	3
Court House, Hospital Road, Magherafelt, BT 45 5DG	2
Court House, Mountsandel Rd, Coleraine, BT 52 1NY	11
Clougher Court House, Main Street, Clougher, BT 76 0AA	1
Omagh Court House, High Street, Omagh, BT 78 1UD	17
Bedford Street, Belfast, Bedford Ho, BT 2	86
Linenhall Street, Belfast, Lancashire Ho, BT 1	6
Bedford Street, Belfast, Windsor Ho, BT 2 7LT	119
Computer Equipment Systems	<i>Users</i>
Accounting / Communications System	30
Management Information System	6
Magistrates Courts System	50
Probate & Matrimonial	10
Central Office	12
Court Funds Office	11
	<i>Users</i>
PCs / Stand alone systems and other IT equipment	633
Portable Computer Equipment	95
Infrastructure Cabling	35

The Public Record Office

Description	Number of Items
Land and Buildings Public Record Office, Kew, Surrey	
Furniture	<i>Staff</i>
Public Record Office, Kew, Surrey	468
Computer Equipment Systems	<i>Users</i>
Reader Information System (RIS)	161
Reprographic Information System (RMIS)	16
Other IT Equipment	468
	<i>Staff</i>
Office Machinery	468
Vehicles	15

HM Land Registry

Description	
Land and Buildings (see Annex B)	<i>Floor Space (m²)</i>
Freehold	164189
Long Leasehold	40665
Short Leasehold	4173
	209027
Plant and Machinery	
	<i>Users</i>
Heidelberg Colour Press, Lincoln's Inn Fields	N/A
Other heavy plant and machinery	N/A
Furniture, Fixtures and Fittings	
	<i>Users</i>
Lighting System, Plumer House, Plymouth	N/A
Mezzanine Flooring, Regional File Store Durham	N/A
Mezzanine Flooring, Regional File Store Nottingham	N/A
Lighting Upgrade, Southfield House Durham	N/A
Lighting System, Old Market House Birkenhead	N/A
Mezzanine Flooring, Regional File Store Leicester	N/A
Mezzanine Flooring, Regional File Store Plymouth	N/A
Lighting Upgrade, Birkenhead House Lytham	N/A
Other furniture, fixtures and fittings	N/A
Computer Equipment	
	<i>Terminals</i>
Mainframe (for the following systems):	6300
<i>Computerised Application Processing System (CAPS)</i>	
<i>Computerised Property Descriptions (CPDS)</i>	
<i>On-line Telephone Search System</i>	
<i>Land Charges System (for Unregistered Land)</i>	
<i>Direct Access System (for use by External Customers)</i>	
<i>Commercial Arrangements (made by Legal Services)</i>	
Description	
	Terminals
Unix Systems (for the following systems):	130
<i>Finance System</i>	
<i>IC/POP System</i>	
<i>Credit Accounts System</i>	
<i>Computerised Personnel Information System (CPIS)</i>	
<i>File Tracking System (for HQ Files)</i>	

Windows/NT Business Systems:	<u>Terminals</u>
Index Map Imaging System	-
Electronic Filed Plan Scanning (EFPS)	20
Referred To In Register Document Scanning System	20
Computer Mapping System	20

	<u>Users</u>
Other Computer Equipment	1250

Telephone Systems	<u>Users</u>
All Telecoms and Office Equipment	N/A
All Structured Cabling	N/A

Vehicles	
Light Vans	9
Cars	30
	39

ANNEXA

The Court Service - detail of land and buildings

Description	Floor space (m ²)
Crown Courts	
Birmingham, Newton Street, Birmingham, B4 7NA	5,930
Bristol, Small Street, Bristol, BS1 1DA	8,353
Caernarfon Castle, Ditch Road, Caernarfon, LR55	707
Cambridge Site, East Road, Cambridge	N/A ^a
Cardiff, Cathays Park, Cardiff, CF1 3PG	4,378
Central London Trials Centre, 26-29 Park Crescent, London, W1N 1HT	3,406
Chelmsford, PO Box 9, New Street, Chelmsford, CM1 1EL	4,867
Chester, The Castle, Chester, CH1 2AN	4,169
Doncaster, College Road, Doncaster, DN1 3HS	2,234
Durham, Old Elvet, Durham, DH1 3HW	997
Guildford, Bedford Road, Guildford, GU1 4ST	2,018
Harrow, Hailsham Drive, Harrow, HA1 4TU	3,354
Hove Crown (satellite of Lewes Combined), Lansdowne Road, Hove, Sussex	1,772
Inner London Crown Court, Newington Causeway, London SE1 6AZ	6,829
Ipswich Site, Chancery Road, Ipswich, Suffolk	N/A ^a
Ipswich, Civic Centre, Ipswich, IP1 2DX	1,155
Isleworth, 36 Ridgeway Road, Isleworth, TW7 5LP	3,967
Kings Lynn (satellite of Norwich Combined), College Lane, Kings Lynn, P30 5DW	813
Kingston, The Bittoms, 6-8 Penrhyn Road, Kingston, Surrey	6,757
Kingston Upon Thames Site, The Bittoms, 6-8 Penrhyn Road, Kingston Upon Thames, Surrey	N/A ^a
Knightsbridge, Pocock Street, London, SE1 0BJ	7,743
Knutsford (satellite of Chester Crown), Toft Road, Knutsford, Cheshire	1,330
Leicester, 90 Wellington Street, Leicester, LE1 6HG	4,793
Lincoln, The Castle, Lincoln, LN1 3DG	922
Luton, 7/9 George Street, Luton, LU1 2AA	3,823
Manchester, Minshull Street, Manchester, M1 8FS	9,154
Middlesex Guildhall, Broad Sanctuary, London, SW1P 3BB	4,322
Newcastle, The Moot Hall, Newcastle Upon Tyne, NE1 1RQ	979
Newport, Faulkner Road, Newport, NP4 4PD	2,765

The Court Service - detail of land and buildings(cont)

Description	Floor space (m²)
Newport (IOW), Quay Street, Newport, Isle of Wight	1,081
Preston Sessions House, Lancaster Road, Preston, PR1 2PD	1,731
Reading, Old Shire Hall, The Forbury, Reading, RG1 3EH	5,000
Reading, Artillery House, Tilehouse Road, Reading, RG3 3JF	2,061
Snaresbrook Sub 2, Crash Court, 75 Holly Bush Hill, Snaresbrook, E11 1QW	2,237
Snaresbrook Sub 5, Lodge, 75 Holly Bush Hill, Snaresbrook, E11 1QW	59
Snaresbrook Sub 1, Main Building, 75 Holly Bush Hill, Snaresbrook, E11 1QW	8,721
Snaresbrook Sub 3, Workshop, 75 Holly Bush Hill, Snaresbrook, E11 1QW	201
Snaresbrook Sub 4, Headmasters House, 75 Holly Bush Hill, Snaresbrook, E11 1QW	94
Southend, Victoria Avenue, Southend, SS2 6EG	364
Southwark, Tooley Street, London, SE1 2HU	8,564
St Albans, Bricket Road, St Albans, AL1 3HY	2,719
Swansea, St Helens Road, Swansea, SA1 4PF	3,695
Wood Green, Lordship Lane, London, N22 6LF	9,760
Wood Green Crash Court, Lordship Lane, London, N22 5LF	2,964
Woolwich, 2 Belmarsh Road, London, SE28 0EY	7,237
York, The Castle, York, YO1 1RY	1,889
	155,912

County Courts

Aberystwyth, Queens Road, Dyfed, SY23 2HH	341
Ammanford, 48 College Street, Carmarthenshire, SA18 3AF	152
Barnsley, Regent Street, Barnsley, S70 2EW	730
Barrow, Michaelson Road, Barrow-in-Furness, LA14 2EZ	507
Basingstoke, Basing View, Basingstoke	5,714
Birmingham, 33 Bull Street, Birmingham, B4 6DS	13,485
Bishop Auckland, Saddler Street, Bishop Auckland	445
Blackburn, Victoria Street, Blackburn, BB1 6DJ	769
Blackpool, Civic Centre Complex, Chapel Street, Blackpool	702
Blackwood, Blackwood Road, Pontllanfraith	508

The Court Service - detail of land and buildings(cont)

Description	Floor space (m²)
Bodmin, 12 Market Place, Bodmin, PL31 2JW	609
Boston, 55 Norfolk Street, Boston, PE21 6PE	992
Bow, 96 Romford Road, London, E15 4EQ	1,370
Brecon, Cambrian Way, Brecon, Powys	362
Brentford, Alexandra Road, Brentford, TW8 0JJ	733
Brentwood, New Road, Brentwood, CM15 8BQ	165
Bridgewater, Queen Street, Bridgewater, TA6 3AP	276
Brighton, William Street, Brighton, BN2 2LG	2,155
Bromley, College Road, Bromley, BR1 3PX	1,134
Burton on Trent, 165 Station Street, Burton on Trent, DE14 1BP	590
Bury, Tenterden Street, Bury, BL9 0HJ	703
Cardiff, 2 Park Street, Cardiff, CF1 1ET	4,523
Carmarthen, Picton Terrace, Dyfed, SA31 1BJ	223
Cheltenham, County Court Road, Cheltenham, GL50 1HB	592
Chesterfield, St Marys Gate, Chesterfield, S41 7TH	492
Clerkenwell, 33 Duncan Terrace, London, N1 8AN	1,039
Consett, Victoria Road, Consett, DH8 5AU	145
Darlington, 4 Coniscliffe Road, Darlington, DL3 7RG	517
Dartford, Home Gardens, Dartford, DA1 1DX	1,035
Dewsbury, Eightlands Road, Dewsbury, WF13 2PE	472
Doncaster, 74 Waterdale, Doncaster, DN1 3BT	772
Edmonton, Fore Street, London, N18 2TN	1,267
Epsom, The Parade, Epsom, KT18 4DN	525
Goole, Stanhope Street, Goole, DN14 5BJ	571
Gravesend, King Street, Gravesend, Kent	269
Guildford, Mary Road, Guildford, GU1 4PS	1,219
Halifax, Portland Place, Halifax, HX1 2JJ	547
Hartlepool, Victoria Road, Hartlepool, TS24 8BS	445
Hastings, Bohemia Road, Hastings, TN34 1QX	723
High Wycombe, East Street, High Wycombe, HP11 1LR	302
Holywell, 4 Halkyn Street, Holywell, CH8 7TE	268
Horsham, Hurst Road, Horsham, RH12 2EU	372
Ilford, Buckingham Road, Ilford, IG1 1BR	735

The Court Service - detail of land and buildings(cont)

Description	Floor space (m²)
Keighley, North Street, Keighley, BD21 3SH	224
Kendal, Burnside Road, Kendal, LA9 4TJ	240
Kettering, Dryland Street, Kettering, NN16 OBE	296
Kingston Upon Thames, 14/26 St James Road, Kingston Upon Thames, KT1 2AD	1,165
Lambeth, 21/35 Cleaver Street, London, SE11	1,001
Leicester, 90 Wellington Street, Leicester, LE1 6HG	2,100
Leigh, 22 Walmsley Road, Leigh, WN7 1YF	292
Llangefni, Glanhwfa Road, Llangefni, LL77 7EN	348
Loughborough, Southfield Park, Southfields Road, LE11 2YS	268
Manchester, 184-186 Deansgate, Manchester, M3 3WB	1,526
Mansfield, 14 Market Place, Mansfield	345
Medway, 46-67 High Street, Chatham, ME4 4DW	254
Milton Keynes, 351 Silbury Boulevard, Milton Keynes, MK9 2DT	1,125
Neath & Port Talbot, Forster Road, Neath, SA11 3BN	902
Oldham, Church Lane, Oldham, OL1 3AR	935
Penrith, Lowther Terrace, Penrith, CA11 7QL	141
Penzance, Alverton Terrace, Penzance, TR18 2QR	263
Pontypridd, Courthouse Street, Pontypridd, Mid Glamorgan	1,159
Poole, Park Road, Poole, BH15 2NS	454
Redditch, 13 Church Road, Redditch, B97 4AB	786
Reigate, Hatchlands Road, Redhill, RH1 GBL	513
Rhyl, Clwyd Buildings, Clwyd Street	522
Rochdale, Fleece Street, Rochdale, OL16 1DN	730
Romford, 2A Oaklands Avenue, Romford, RM1 4DP	982
Rugby, 5 Newbold Road, Rugby	432
Runcorn, Shopping City, Runcorn, WA7 2HA	629
Shoreditch, 19 Leonard Street, London, EC2A 4AL	1,967
Skipton, Otley Street, Skipton, BD23 1EH	175
Slough, Windsor Road, Slough, SL1 2HE	680
St Helens, Corporation Street, St Helens, WA10 1SZ	187

The Court Service - detail of land and buildings(cont)

Description	Floor space (m²)
Staines, Knowle Green, Staines, TW18	1,127
Stourbridge, 7 Hagley Road, Stourbridge, DY8 1QL	527
Sunderland, John Street, Sunderland, SR1 1RB	757
Swansea (2), St Mary's Square, Swansea	701
Tameside, Crown Buildings, Scotland Street	1,022
Telford, Malinsgate Town Centre, Telford, TF3 4JP	840
Uxbridge, 114 High Street, Uxbridge, UB8 1DF	1,016
Wandsworth, 76-78 Upper Richmond Road, London, SW15 2SU	1,424
Welshpool, Mansion House, 24 Severn Street	446
West London, 43 North End Road, London, W14 8SZ	949
Wigan, Crawford Street, Wigan, WN1 1NG	1,038
Willesden, 9 Acton Lane, London, NW10 8SB	1,070
Woolwich, 165-167/A Powis Street, Woolwich, London	519
Worksop, 8 Slack Walk, Worksop, S80 1UR	345
Worthing, Christchurch Road, Worthing, BN11 1JD	489
	82,403

Combined Courts

Basildon, Regent House, The Gore, Basildon	5,409
Bolton, Blackhorse Street, Bolton, BL1 1SU	3,393
Bournemouth, Wessex Fields, Bournemouth, BH7 1AA	4,514
Bradford, Exchange Square, Bradford, AP1 1JA	8,700
Burnley, Hummerton Street, Burnley, BB11 1XE	1,885
Canterbury, Chaucer Barracks, Canterbury, CT1 1ZA	3,190
Carlisle, Earl Street, Carlisle, CA1 1DJ	4,009
Chichester, 41/42 Southgate, Chichester, PO15 1SX	1,224
Coventry, 140 Much Park Road, Coventry, CV1 2SN	3,373
Croydon, Altyre Road, Croydon, CR9 5AB	6,391
Derby, Morledge, Derby, DE1 2XE	3,747
Exeter, The Castle, Exeter, EX4 3PF	1,852
Grimsby, Town Hall Square, Grimsby, DN31 1HZ	3,042
Hull, Lowgate, Hull, HU1 2EZ	4,090
Leeds, 1 Oxford Row, Leeds, LS1 3BE	10,944

The Court Service - detail of land and buildings(cont)

Description	Floor space (m²)
Lewes, High Street, Lewes, East Sussex	3,476
Lincoln, 360 High Street, Lincoln, LN5 7RL	1,261
Liverpool CCC & DPR, Derby Square, Liverpool, L2 1XA	25,365
Maidstone Crown & County Court, Barker Road, Maidstone, Kent	5,430
Manchester Crown & County Court, Crown Square, Manchester, M3 3FL	6,312
Merthyr Tydfil, Castle Street, Merthyr Tydfil, CF47 8BH	1,893
Newcastle, Quayside, Newcastle Upon Tyne, NE1 3LA	7,558
Northampton, 85-87 Ladys Lane, Northampton	5,432
Norwich, Bishopgate, Norwich, NR3 1YR	5,421
Nottingham, 60 Canal Street, Nottingham, NG1 7EJ	6,694
Oxford, 62/74 St Aldates, Oxford	4,450
Peterborough, Rivergate, Peterborough, PR1 1EJ	2,527
Plymouth, Armada Way, Plymouth, PL1 2ER	3,025
Portsmouth, Winston Churchill Avenue, Portsmouth, PO1 2EB	5,555
Preston, Saul Street, Preston, Lancs	11,981
Salisbury, St John Street, Salisbury, SP1 2PW	2,903
Sheffield New Combined, 50 West Bar, Sheffield, S3 8PH	8,492
Southampton, London Road, Southampton, SO9 5AF	4,911
Stafford, Victoria Square, Stafford, ST1 2QQ	3,089
Stoke, Bethesda Street, Stoke on Trent, ST1 3BP	7,871
Swindon, Islington Street, Swindon, SN1 2HG	3,143
Taunton, The Shirehall, Taunton, TA1 4EU	1,790
Teesside, Russell Street, Middlesborough, TS1 1AE	10,621
Truro, Edward Street, Truro, TR12 2PB	2,441
Warrington, Leigh Street, Warrington, WA1 1UR	2,553
Winchester, The Law Courts, Winchester, SP23 9EL	5,800
Wolverhampton, Pipers Row, Wolverhampton, WV1 3LQ	3,915
Worcester, Foregate Street, Worcester, WR1 1TR	5,806
	225,475

The Court Service - detail of land and buildings(cont)

Description	Floor space (m²)
Supreme Court	
Oxford District Probate Registry, 10A New Road, Oxford	270
RCJ, St Dunstons House, 133-137 Fetter Lane, London, EC4	3,135
RCJ, Sub 1 Main Building, The Strand, London, EC4	20,655
RCJ, Sub 2 West Green, The Strand, London, EC4	2,291
RCJ, Sub 3 Thomas Moore Building, The Strand, London, EC4	6,291
RCJ, Sub 4 Queens Building, The Strand, London, EC4	2,559
York Probate Sub-Registry, Duncombe Place, York, YO1 2ED	301
	35,503
Judges Lodgings ^b	
Birmingham	842
Cardiff	328
Chelmsford	418
Chester	858
Harpenden	336
Maidstone	625
Norwich	289
Nottingham	415
Plawsworth	1,083
Preston	775
Reading	204
Salford	1,697
Sheffield	684
Swansea	606
Winchester	678
	9,837

The Court Service - detail of land and buildings(cont)

Description	Floor space (m ²)
Administration & Management Offices	
South Eastern Circuit Office, 18-24 Maltravers Street, London, WC2R 3EE	821
Western Circuit Admin Office, Bridge House, Gloucester Row, BS8 4BN	2,835
	3,656

^a The floor space in m² is not available for these locations.

^b The addresses for Judges Lodgings have been withheld from publication for security reasons.

ANNEX B

HM Land Registry - detail of land and buildings

Address	Description	Use	Floor space (m ²)
Freehold			
Southfield House, Durham	Office Building and Car Park	District Land Registry	7,770
Birkenhead House, Lytham	Office Building and Car Park	District Land Registry	7,107
Warton Camp, Lytham	Prefabricated Buildings	File Store	2,460
Old Market House, Birkenhead	Office Building and Car Park	District Land Registry	5,500
Parkside Court, Telford	Office Building	District Land Registry	5,817
Lincoln's Inn Fields, London	Office Building and Car Park	Headquarters	6,705
Curtis House, Tunbridge Wells	Office Building and Car Park	District Land Registry	8,560
Brickdale House, Stevenage	Office Building and Car Park	District Land Registry	9,460
Henlow Camp, Stevenage	Steel Frame Building and Car Park	File Store	1,884
St Andrews Court, Portsmouth	Office Building	District Land Registry	6,509
Eastern Avenue, Gloucester	Buildings	File Store	2,476
Plumer House, Plymouth	Office Building	District Land Registry	8,593
Drake's Hill Court, Plymouth	Office Building	Computer Services	34,500
Ty Bryn Glas, Swansea	Office Building and Car Park	District Land Registry	6,716
Manselton, Swansea	Single Storey Warehouse	File Store	1,306
Chalfont Drive, Nottingham	Office Building and Car Park	District Land Registry	25,118
Rosebrae Court, Birkenhead	Office Building and Car Park	District Land Registry	5,800
Boldon House, Durham	Office Building and Car Park	District Land Registry	5,820

ANNEX B

HM Land Registry - detail of land and buildings (cont)

Address	Description	Use	Floor space (m ²)
Earle House, Hull	Office Building and Car Park	District Land Registry	4,026
Tunbridge Wells Additional Property	Office Building and Car Park	District Land Registry	2,729
Tunbridge Wells New Building	Office Building (under construction)	District Land Registry	
Melcombe Court, Weymouth	Office Building and Car Park	District Land Registry	6,943
Westbridge Place, Leicester	Office Building and Car Park	District Land Registry	3,800
			169,599
Long Leasehold			
Torrington Avenue, Coventry	Office Building and Car Park	District Land Registry	7,850
Cumberland Drive, Weymouth	Land only for Melcombe Court	District Land Registry	24,281
Twyver House, Gloucester	Office Building and Car Park	District Land Registry	7,034
Wilts Street Car Park, Portsmouth	Multi-storey Car Park	Car Park	1,500
			40,665
Short Leasehold			
Unit 1 Langage, Plymouth	Industrial Unit	Computer Processing	1,850
Unit G Langage, Plymouth	Industrial Unit	Computer Processing	2,323
			4,173

CROWN PROSECUTION SERVICE

Introduction

The Crown Prosecution Service was established in 1986 to prosecute criminal cases instigated by the police in England and Wales in accordance with the provisions of the Prosecution of Offences Act 1985. It is headed by the Director of Public Prosecutions and employs approximately 6,000 staff.

The Asset Register, below, is derived from the more detailed asset register that has been compiled for the introduction of resource accounting. In addition to being used for reporting purposes the Asset register will assist the closer monitoring and efficient use of assets and the identification of surplus assets.

CPS policy is to capitalise assets which have a purchase or construction cost of £3,000 or more. However, the Crown Prosecution Service has a significant amount of furniture and IT hardware which falls below this threshold. In order that the CPS asset base will not be materially understated, except where individual assets exceed the £3,000 threshold, these categories of assets are capitalised and accounted for on a group basis. Assets are depreciated using the straight line method.

Departmental Asset Register

Land and Buildings

The buildings below account for 4% of the number of properties on the CPS estate. The remainder are held on commercial leases. We believe that none of these constitute finance leases (which would require capitalising under resource accounting).

Address	Area sqm	Ownership
Caebanc, Hoel Penlanffos, Tanerdy, Carmarthen, Dyfed, SA31 2EZ	629.4	Crown Freehold held in the name of the Secretary of State for the Department of the Environment
Greenfield House, Scotland Street, Sheffield, S1 7DQ	4,036.0	Freehold owned by the CPS

Address	Area sqm (CPS)	Area sqm (Total)	Ownership
Crown House, Winston Churchill Avenue, Portsmouth, Hampshire, PO1 2PJ	744.0	964.0	Crown Freehold held in the name of the Secretary of State for the Department
Winchway house, Winch Lane, Haverfordwest, Dyfed, SA61 1RD	324.8	619.4*	Crown Freehold held in the name of the Secretary of State for the Department the Environment

* of which 49.1 sqm is currently vacant. Tenants are being sought.

Other Property

	Area sqm (CPS)
Stocklund House, Castle Street, Carlisle, Cumbria, CA3 8SY	310.0

This property is held on a commercial lease but has been included as it will be subject to capital charges in accordance with the Treasury's rules on accounting for "historic leasehold" properties. Other Government departments occupy the building under separate leases.

Information Technology

Case management, office automation and telecommunications systems serving 6,153[†] users.

Other Assets

Furniture, fittings and office equipment for 6,153[†] staff.

† Staff numbers at 31/3/97

SERIOUS FRAUD OFFICE

Introduction

The Serious Fraud Office (SFO) is a government department with some 190 staff whose aim is to deter fraud and seek to maintain confidence in the United Kingdom's financial institutions by investigating and bringing to trial those responsible for such fraud.

The financial systems of the SFO include a separate fixed asset register from which the information for the NAR has been obtained. The fixed asset register is currently being moved to populate the integrated fixed asset module of the Office financial system. It serves the dual purpose of providing information about the economic use and stewardship of assets.

Relevant accounting policies proposed for use by the SFO under resource accounting are:

Basis of Accounting: the accounts will be prepared under the historic cost convention modified to include the revaluation of fixed assets at their value to the business by reference to their current costs.

Capitalisation of Tangible Fixed Assets: The minimum levels for capitalisation of a tangible fixed asset are -

	£
Furniture and Fittings	500
Computer Equipment	100
Software Licenses	1000
Other Equipment	200

Depreciation: Depreciation is provided at rates calculated to write off the valuation of tangible fixed assets by equal instalments over their estimated useful lives.

The SFO occupies rented accommodation on a commercial self repairing basis and therefore owns no land and buildings.

Fuller information about the SFO can be obtained from published sources:

- Departmental Report (Cm 3609)
- Annual Report 1996-97 (HC61)

These are available from the Stationery Office and direct from the SFO at:

Elm House
10-16 Elm Street
London WC1X 0BJ

(Telephone: 0171 239 7272, Fax: 0171 837 1689)

Departmental Asset Register

Computer Equipment: 350 desktop PCs, 50 laptop PCs, the Office IT infrastructure networks (280 users) plus associated servers, printers and other computer peripherals.

Software Licenses: A number of licenses covering both general packages and specialist applications used in the Office network.

Furniture, Fittings and Other Equipment: The SFO has many items of general office furniture and equipment required to meet its operational needs.

THE TREASURY SOLICITOR'S DEPARTMENT

Introduction

The Treasury Solicitor's Department (TSD) is both a Department and an Executive Agency. Also included under the Treasury Solicitor's Department Vote are the Government Property Lawyers Agency (GPLA) and the Legal Secretariat to the Law Officers (LSLO), which is a separate Government Department. This contribution to the National Asset Register covers all three bodies.

Treasury Solicitor's Department

The Treasury Solicitor's Department was established as an Executive Agency on 1 April 1996. The Agency provides legal services to Government Departments, Agencies, and publicly funded bodies in England and Wales, mainly on a repayment basis, and deals with Bona Vacantia (property with no owner).

The Agency capitalises fixed assets with a purchase cost, on an individual or grouped basis, of at least £1,250, and with an expected life of at least 4 years. The Agency has taken the view that its fixed assets are essential to its business activities and should be maintained at current levels. Therefore the Agency has established the value of its assets at Current Replacement Cost and assets will be revalued each year by reference to an appropriate index. Depreciation is provided on all fixed assets on a straight line basis which writes off the value, less any residual value, of each asset evenly over its anticipated useful life.

Government Property Lawyers Agency

The Government Property Lawyers Agency, which is based in Taunton, was established as an Executive Agency on 1 April 1993. It provides a complete conveyancing and land advisory service to Government Departments and Agencies and other publicly funded bodies in England and Wales.

The Agency occupies rented accommodation so does not own any land and buildings. The Agency capitalises fixed assets with a purchase cost, on an individual or grouped basis, of over £500, and with an expected life of at least 4 years. Assets are revalued in accordance with Treasury guidance. Depreciation is provided on all fixed assets on a straight line basis which writes off the cost or valuation, less any residual value, of each asset evenly over its anticipated useful life.

Legal Secretariat to the Law Officers

The Legal Secretariat to the Law Officers (LSLO) although on the Treasury Solicitor's Department's Vote is a separate Government Department. The LSLO provides day to day support for the Law Officers in their role as principal legal advisors to the Crown and as Ministers; and in the discharge of their statutory responsibility for superintendence of the Directors of Public Prosecution for England and Wales and Northern Ireland and the Director of the Serious Fraud Office.

LSLO occupies rented accommodation so does not own any land and buildings. The LSLO adopts the same capitalisation and depreciation policy as the Treasury Solicitor's Department.

Further Information

Further information about the Treasury Solicitor's Department, The Government Property Lawyers and The Legal Secretariat to the Law Officers can be found in :

The Departmental Report of the Lord Chancellor's Department and the Law Officers	CMD 3609 The Stationery Office: March 1997
The Government Property Lawyers Annual Report and Accounts	HC 123 The Stationery Office: July 1997
The Treasury Solicitor's Department Annual Report and Accounts	Not yet published as a House of Commons Paper

Departmental Asset Register

Treasury Solicitor's Department

Land and Buildings: The Treasury Solicitor's Department is the major occupier of an older-style office building of 10,310.3 square metres located at :

Queen Anne's Chambers
28 Broadway
London
SW1H 9JS

This is freehold. Private sector tenants (shops and offices) also share the building as does another Government Department.

IT Equipment: IT equipment for 320 users.

Furniture and Office Equipment: Furniture and office equipment for 355 staff.

Government Property Lawyers Agency

IT Equipment: IT hardware for 100 users and software for 25 users (main operating systems provided by parent department).

Furniture and Office Equipment: Furniture and office equipment for 123 staff.

Legal Secretariat to the Law Officer

IT Equipment: IT equipment for 24 users.

Furniture and Office Equipment: Furniture and office equipment for 27 staff.

Antique Furniture: 6 desks, 1 table, 1 wooden bench and 12 chairs.

CROWN OFFICE (SCOTLAND), PROCURATOR FISCAL'S OFFICE AND LORD ADVOCATE'S DEPARTMENT

Introduction

The bodies covered by this Register are Crown Office, Scotland, Procurator Fiscal Service and Lord Advocate's Department. It should be noted that these three titles are ostensibly one Department and are used only to identify the separate functions of the Department as a whole. In future parts of this register the Department will be referred to as Crown Office.

As this Department consists as one single entity the accounting policies applied relate to the Department as a whole. Tangible fixed assets are identified as those items or group of items above the value of £500 with an expected life of more than one year.

Furniture and fittings are not included as tangible assets given the complexity of identifying and valuing existing items but will consider the inclusion of certain items in the future if their valuations warrant such an inclusion in the asset register. The same will apply to other items which can be grouped to provide a single asset value.

In general the accounting policies adopted by the Department are as defined in the Resource Accounting Manual reviewed to accommodate the particular requirements of this Department. The Department has not deviated much from set standards and openly discuss its accounting policies with the National Audit Office for direction and the implications of its policies in general.

All the information contained within this register is taken from the fixed asset register which is part of the main accounting package employed by the Department. The asset registers will be maintained not only for accounting purposes but as an integral part of the Department's initiative to constantly review the best use of resources. We would consider that such use and disposal of assets can not only be better managed departmently but also inter-departmentally.

The departmental register is set out in the following categories which allow for this Department to show an individual analysis of the assets held:

- i. Land and Buildings
- ii. Vehicles
- iii. IT Equipment
- iv. Small Items

Departmental Asset Register

Land and Buildings

Item	Description
Graham Street, Airdrie - Portacabin	Freestanding single storey portacabin providing 83Msq
Aitken House , 15 Hill Street, Arbroath	Ground and 1st floors of 1920's building converted to office space providing 116.1Msq
29 Miller Road , Ayr	Detached, converted two storey building (c.1900) plus single storey conversion at rear providing 345.4Msq
2A/2B High Street, Dumbarton	1970's three storey office block which accommodates a public house and Courthouse at ground level. 1,651.7Msq
44 Buccleuch Street, Dumfries	Two storey Victorian building (c.1890) providing 538Msq
25 Chambers Street, Edinburgh	Four storey and basement refurbished 1993 behind retained facade (c.1872). 2,428Msq
Mansionhouse Road, Camelon, Falkirk	Modern detached two storey building built 1991. 515.6Msq
15 Lodge Street, Haddington	Ground and first floor building built 1870. 301.5Msq
St Marnock Street, Kilmarnock	Two storey detached building built 1852. 727Msq
3 East Fergus Street, Kirkcaldy	Traditional office building, two storeys built 1890. 387.2Msq
70 St Peter Street, Peterhead	Traditional office building over ground, first and second floors built 1880. 173.4Msq
11 Stafford Street, Tain	Two storey and attic building built 1860. 133.03Msq

Vehicles

Item	No
Cars	8
Vans	2

IT Equipment

Item	No
Procurator Fiscal Service - Standard Office System	1
Finance Systems	2
Personnel System	1
Other Servers	2
Other PCs	130
Printers	41

Small Items

In addition to the assets detailed above the department has many items of general office equipment and furniture spread throughout numerous locations in Scotland.