

# CHAPTER 7

## HOME OFFICE

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# THE HOME OFFICE

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The Home Office

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## Introduction

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1 This National Asset Register provides information regarding the assets owned by the following Home Office entities: the core department, its four executive agencies and those Home Office executive Non Departmental Public Bodies (NDPBs) with assets in excess of £100,000.

2 A separate asset listing is shown for each of the six entities, each having been provided by the entities concerned from their own asset information systems.

3 The principal aims of the Home Office are to help create a safe, just and tolerant society in which the rights and responsibilities of individuals, families and communities are properly balanced and the protection and security of the public are maintained<sup>1</sup>. The Home Office comprises the core department and its four executive agencies. It also has responsibility for a number of Non Departmental Public Bodies.

4 The core department deals with the following business areas: criminal policy, organised and international crime, policing, crime prevention, probation service, drugs, victims of crime, immigration and nationality, fire and emergency planning, constitutional and community policy.

5 The Home Office's four executive agencies are:

- the **United Kingdom Passport Agency** (an executive agency since April 1991) provides United Kingdom passport services to British Nationals in the United Kingdom by issuing new and replacement passports, amending existing passports and making available other travel documents, mainly British Visitor's Passports and British Excursion documents.
- the **Forensic Science Service** (an executive agency since April 1991) serves the administration of justice by supporting the investigation of crime and by giving evidence to the courts.
- the **Fire Service College** (an executive agency trading fund since April 1992) is the central training establishment for the United Kingdom. Its primary role is to assist fire authorities discharge their statutory responsibilities and to help the Home Secretary in the delivery of his responsibility to secure efficient and effective fire services.
- the **Prison Service** (an executive agency since April 1993) serves the public by keeping in custody those committed by the courts. Its duty is to look after them with humanity and help them lead law-abiding and useful lives in custody and after release.

6 The Permanent Under Secretary of State, Sir Richard Wilson KCB, is responsible for administering the Home Office and is Accounting Officer for the Department. Each of the executive agencies is headed by a chief executive who is directly accountable to the Home Secretary for the agency's operations. The Director General of the Prison Service is an additional Accounting Officer with responsibility for the Prisons Vote. The other chief executives are designated as Agency Accounting Officers.

7 Further information about the work of the Home Office, its agencies and non departmental public bodies can be found in the "Home Office Annual Report 1997" (available from The Stationery Office, telephone 0171 873 0011 for general enquiries, 0171 873 9090 for orders.)

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<sup>1</sup> Draft Statement of Purpose - October 1997

## SECTION I: THE CORE DEPARTMENT

This section of the National Asset Register covers the asset information available for the core Home Office as at September 1997.

In anticipation of the intended preparation of internal resource accounts (ie on an accruals basis) for 1997-98, the core department's accounting policy on fixed assets is in the process of being revised. The revised version is in draft form, a second draft having been issued, on 26 September 1997, for comment and HM Treasury and National Audit Office approval.

The basic rules contained in that draft policy have been applied in producing this section of the National Asset Register. These are:

- Only those items at or above a capitalisation threshold of £5,000 (including VAT) are registered as a fixed asset.
- An asset is initially valued on acquisition at the purchase cost inclusive of irrecoverable VAT and any associated costs such as installation and transportation to bring the asset into a usable state.
- Assets are depreciated on a straight line basis over their useful life.

The assets are listed below in line with the asset groupings contained in the draft policy.

### Land and Buildings

#### FREEHOLD

**Abell House**, John Islip Street, London SW1: Office building constructed on basement, ground and 8 upper floors covering 11,714 square metres on a site of 0.41 hectares. The property was comprehensively reconstructed in the mid 1980's around an existing frame to provide air conditioned office accommodation with 34 car parking spaces. Major occupier - Prison Service. Approximately 730 staff.

**Cleland House**, Page Street, London SW1: Office building on ground and 8 upper floors reconstructed in 1984 around an original frame to provide air conditioned office accommodation around a central light well. Site area 0.22 hectares, floor area 11,039 square metres. Major occupier - Prison Service. Approximately 515 staff.

**Horseferry House**, Horseferry Road, London, SW1P 2AW: Office building constructed in rectangular figure 8 on basement, ground and 7 upper floors around two central light wells. Approximately 70 years old. Site area 0.24 hectares, floor area 13,557 square metres. Major occupier - core Home Office. Approximately 600 staff.

**Crown House**, Elizabeth Street, Corby: Part of a 1960/70s town centre shopping and office complex. An eight storey office building providing mixed open plan and individual office accommodation with central service core and car parking. Site area 0.36 hectares, floor area 3,283 square metres. Major occupier - Prison Service Supply and Transport - approximately 109 staff.

**Southwoods Sub Station**, Southwoods, Yeovil, Somerset: Two buildings constructed in the early 1950s, a single storey pre-fabricated office and reinforced two and three storey emergency premises built into the hillside. Site area 0.8 acre, floor area 383 square metres.

**Emergency Planning College**, The Hawkhills, Easingwold, York: Large manor house with modern extension incorporating auditorium, various annexes and residential dwelling within garden grounds. Site area 80.94 hectares, floor area 7,317 square metres.

**Hangar 97**, RAF Little Rissington, Gloucestershire: Property comprising a reinforced aircraft hangar with ancillary offices. Constructed circa 1945, the building has been converted for use by the Fire Experimental Unit. Site area 0.887 hectares, floor area 4,404 square metres.

**Days Lane**, Biddenham, Bedford: Emergency Planning Unit former No. 7 Group HQ facility vacated in 1992. Existing building comprises a surface administration block (534 square metres) and an underground bunker (554 square metres). Site area 0.501 hectares.

**Soar**, Devon: A re-inforced concrete building on two levels, one of which is partly below ground level. Floor area 1,729 square metres. Previously used for emergency planning, the property is to be offered for sale.

**Government Buildings**, Bath Road, Harmondsworth, Middlesex: Site comprising an assortment of mainly outdated buildings, some occupied by Immigration Services (as a detention centre), HM Customs and some vacant plus an area (13 acres) with no buildings on it. Site area 7.22 hectares.

Woodcock Hill, **Sandridge**, St Albans, Herts: Secure operational site comprising nine principal buildings. The majority are single storey and the dominant use is for Police Scientific Development purposes. The buildings are of varying style and age, floor area (aggregate all buildings) 5,107 square metres. Operational site 2.8 hectares, agricultural land 6.9 hectares. Approximately 94 staff.

**Langhurst House**, Langhurst Wood Road, Langhurst, Nr Horsham, West Sussex: Former house converted into office use, built around 1900 with later extensions. Various workshops, offices, stores, garages, gatehouse and experimental walls are located within the grounds. Site area 10.9 hectares, floor area (aggregate) 1123.8 square metres. Approximately 28 staff.

**Fire Experimental Unit**, Fire Service College, Moreton in Marsh, Gloucestershire: The property comprises a range of single storey buildings constructed in the last 20 years forming offices, laboratories, workshops and stores. Site area 0.63 hectares, floor area 1,354 square metres. The legal status of this accommodation is under consideration.

**Campsfield House Detention Centre**, Langford Lane, Kidlington, Nr Oxford: Maximum capacity 198 people. Original buildings constructed in 1940s have been modernised - comprises accommodation blocks, sports hall, library, dayrooms and ancillary offices. Site area 2.23 hectares, floor area 4,916 square metres.

**Police Staff College, Bramshill**, Hook, Hampshire: Training establishment, focal point is Grade I 17th century mansion house set in extensive grounds. Further student accommodation, teaching and recreational facilities built since 1950s. Site 102.4 hectares, floor area 27,076 square metres.

**Police Training Centre**, Grosvenor Hall, Kennington, Ashford, Kent: Three storey Victorian Building, teaching, accommodation blocks, kitchen, dining rooms, gym, swimming pool, staff houses, workshops and stores with landscaped gardens, playing fields, parade ground and car parks. Site area 43.25 acres, floor area 13,661 square metres.

**Police Training Centre, Bruche**, Greenway, Paddington, Warrington, Cheshire: A collection of one and two storey buildings ranging from pre-war to modern. Site incorporates office, sports, residential, teaching and ancillary accommodation, outdoor sports areas, parade square. Site area 8.9 hectares, floor area 15,039 square metres.

**Police Training Centre**, Greenmeadow Way, Cwmbarn, Gwent: Purpose built single and 2 storey buildings with admin, training, student and staff accommodation blocks, gym, swimming pool, portacabin classrooms, workshops and stores with playing fields, parade ground and car parks. Site area 38.1 acres, floor area 9,875 square metres.

**Police Training Centre**, Ryton-on-Dunsmore, Coventry: A series of individual blocks incorporating offices, teaching area, swimming pool, gymnasium and residential accommodation, situated on an extensive site. Site area 9.5 hectares, floor area 11,450 square metres.

**Police Training School**, Yew Tree Lane, Pannal Ash, Harrogate, North Yorks: Large detached former school, built in 1920s with various dwelling houses and classrooms with grounds. Site area 8.42 hectares, floor area 8,928 square metres.

**Secure Training Centre, Onley**, Rugby: Land only

Site for proposed **Secure Training Centre, Cookham Wood**, Rochester, Kent: Land only

Site for proposed **Secure Training Centre, Gringley**, Gringley on the Hill: Land and buildings.

**Bridgend Service Centre**, Litchards Cross, Bridgend, Mid Glamorgan: Site area approximately 5,850 square metres. Property being sold.

**Poltimore Depot**, Broadclyst, Devon: Depot site area 3.23 acres. Property being sold.

## LEASEHOLD

**Tynwald**, Belgravia, London SW1: Residential house constructed about 40 years ago on basement, ground and two upper floors.

**Clive House**, Petty France, London: Office building (used by core and UK Passport Agency) on basement, ground and seven upper floors, originally constructed around 1950 with little subsequent upgrading. Provides basic centrally heated office accommodation with a large air conditioned public hall on ground floor. Approximately 400 staff.

**Hendon Data Centre**, Aerodrome Road, London, NW9: 3 floors including computer hall plus offices and land. Approximately 144 staff.

Immigration Office, Passenger Terminal, **Newhaven Harbour**, East Sussex: First floor accommodation partitioned internally to provide private and general offices. Site area 0.04 hectares, net internal area 368 square metres. Approximately 22 staff.

Immigration Service, Passenger Transit Building, Parkeston Quay, **Harwich Docks**, Essex: Accommodation on the ground and first floor of a two storey building which is an extension of the original Victorian railway station. Site area 0.11 hectares, floor area 928 square metres. Major occupier - Immigration Service. Approximately 45 staff.

Immigration Service, Garrison Point, **Sheerness**, Kent: Two storey, pre-fabricated building providing former immigration office. Site area 0.015 hectares, floor area 153 square metres.

In addition to the properties above, the core department also occupies other accommodation on a rental basis.

## Plant, Machinery and Vehicles

ASSET DESCRIPTION	NO. OF ITEMS
Plant and Machinery	30
Motor Cars	257
Green Goddesses (emergency fire service vehicles)	1,087
Emergency Planning Land Rovers/Gypsies	11
Other vehicles, including lorries, vans, buses, trucks, tractors.	53

## IT and Communications Equipment

### IT Systems

**POISE** (Planned Office Information System Environment) is the office system used in the central Home Office and its regional offices by approximately 2,500 users. All users have PCs and access to file servers and printers for word processing, spreadsheet, graphics, scheduler and electronic mail.

**HONET** (Home Office Network) consists of various local area networks (comprising cabling and various networking equipment) in HQ buildings and regional offices connected to a wide area network by routers. It supports POISE, email traffic and access to local and corporate applications. HONET serves the Central Home Office and its outstations and has links to other Home Office offshoots such as IND, Prison Service, Forensic Science Service etc.

**WORLD TALK** is a central "post office" for HO email providing interconnection between various different HO email systems (including POISE, Prison Service, IND) and also providing a gateway to external email services for contacts with police, other Government Departments etc. About 8,000 staff in the Home Office and its agencies are connected through Worldtalk. The system runs on a UNIX minicomputer and has a number of gateway PCs feeding messages to and from the various local email systems.

**BASS** (Business and Accounting Strategic System) a commercial accounting system (Ross Renaissance CS) consisting of General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Budgeting and Time Recording modules. Mounted on a Digital Alpha platform (250 max concurrent users). Accessed via HONET and IND Corporate Network with 500+ access points.

**Immigration and Nationality Directorate Corporate (IND) Network** serving 2000 users in IND providing casework and administration systems via 1500 access points.

**Port Administration System** a minicomputer system with dumb terminals and various peripherals providing the Immigration Service (Ports) with a casework administration system via 150 access points.

**Suspect Index System** a large minicomputer with around 1000 PC terminals and various peripherals providing the Immigration Service with the means for on-entry control checks.

**PNC** Police National Computer (leased mainframe) and its backup Disaster Recovery System DRS (owned mainframe) provides an on-line service to all UK police forces and other approved users 24 hours per day, 365 days per year. Typical load 3,500 concurrent on-line users via 2,600 directly connected terminals and 70 interfaces to local force computers. It holds the national data collections as detailed below:

- Phoenix (names) - 5.5m criminal records, 1.3m alias names, 275,000 disqualified drivers, 129,000 wanted or missing persons.
- Vehicles - 45m records
- Fingerprints - 4.5m criminal records
- Property - 60,000 items
- CCA (Comparative Case Analysis) - 6,000 complex case records
- Transaction Log (On-line logging facility) - 60m transaction records

**Hendon Automation Infrastructure** comprising file servers, local area network etc providing IT facilities (word processing, e-mail, etc) to around 150 staff within the Hendon Data Centre.

**Police Scientific Development Branch (PSDB)**'s 122 staff use Apple Macintosh desk-top machines on a Cat 5 structured cabled network. PSDB also runs the European Police Information Centre bulletin board, a First Class based dial-up system running on Windows NT 3.51 Server through a firewall.

**Police Research Group (PRG)**'s local area network provides a database of the details of research and development in police forces and its desktop publishing system is used to prepare

PRG publications and research reports.

**Validation & Installation Design Group (VIDG)**'s microcomputer system holds the results from the electro-magnetic compatibility (EMC) tests of the ongoing police vehicle EMC work programme and allows project officers to have up to date information available at both VIDG offices and during meetings with police force customers and vehicle/equipment manufacturers.

**Frequency Management Group (FMG)**'s DEC minicomputer is used by 10 engineers and administrative staff for the assignment of radio frequencies in the Home Office managed spectrum and the maintenance of radio licence schedules for all users in the Home Office radio spectrum. These are primarily the Police Forces and Fire Brigades of England and Wales, Northern Ireland, Isle of Man and the Channel Islands.

**PIMMS** (Personnel Information and Manpower Management System) - a database containing records for 12,000 serving and 7,000 non serving members of staff including core Home Office, UK Passport Agency, Forensic Science Service and the Fire Service College. It runs on a UNIX box and is accessed via either the wide area network or locally via POISE. Approximately 30 users throughout the wide area network.

**Mental Health Unit** Oracle database supports 49 caseworking officers holding approximately 4,000 records for patients subject to restriction under the Mental Health Act 1983.

**Fire and Emergency Planning Directorate (FEPD)** has a network of PCs and PC file servers with associated peripheral equipment providing IS/IT facilities for 120 non POISE FEPD staff in London and regional offices.

**Animals Scientific Procedures System (ASPS)** consists of file servers, wide area network etc providing a database of licences/certificates held under the provisions of the Animals (Scientific Procedures) Act 1986, policy, precedents and scientific information together with IT facilities (word processing, e-mail etc) for around 40 staff at 5 regional offices.

**Research and Statistics Directorate (RSD) Network:** a network of minicomputers, PCs, PC servers and other peripheral equipment providing IT facilities for 250 staff in RSD.

COMMUNICATIONS	NO. OF ITEMS
Emergency Communications Network Radios	167
Telephone Equipment	626
Facsimile and Photocopying Equipment	29
Audio Visual Equipment	91

### Other Tangible Fixed Assets

ASSET CLASS/DESCRIPTION	NO. OF ITEMS
Science Equipment: includes items such as fire alarm system, receivers, oscilloscopes, velocity detectors, fibre optic probe, neutron monitor, spectrum analyser etc	64
Kitchen and Other Equipment: includes items such as freezers, cold room, washing equipment, mobile catering equipment, franking machines, security equipment etc	119

In addition to the items listed above the core department has a number of items of general office furniture and fittings used in the day to day operations of the business.

## SECTION 2: THE UK PASSPORT AGENCY

### Introduction

The categories of assets reported here are in line with those reported in the UK Passport Agency's Annual Report and Accounts 1996-97.

Tangible fixed assets are capitalised when the original purchase price is £1,000 (including VAT) or over. Fixed assets are disclosed at current cost by applying appropriate indices (Central Statistical Office) to each category of asset including new assets in the year of acquisition. Depreciation is charged on all assets beginning with the year of acquisition at rates calculated to write off the cost or valuation of each asset evenly over its expected useful life.

Treasury guidance on accounting for capital assets requires a professional revaluation to be carried out every five years and such a revaluation was carried out during 1996/97. The valuation exercise determined that the Agency had no items of Plant and Machinery due to zero value or items now being obsolete.

All fixed assets are depreciated using the straight line method.

Full details of UKPA's fixed assets can be found in the Agency's Annual Report and Accounts 1996-97 available from The Stationery Office. Telephone 0171 873 0011 for general enquiries, 0171 873 9090 for Orders.

### Leasehold Property

**Archive Facility**, 10 Tresham Road, Orton Southgate, Peterborough, Cambridgeshire: Factory unit of 400 square metres.

In addition to the property above, UKPA also occupies other accommodation on a rental basis.

### PIMIS System

**PIMIS** (Passport Issuing Management Information System): Mainframe system including Linwood terminals, QA readers and passport printers.

### Electrical Equipment

Asset Class/Description	No. of Items
Non Networked Personal Computers and Printers	128
Networked PC Systems (Management Information and Accounting Systems)	2
Notebook PC's	2
Queuing Systems	2
Microfilm Units including Readers, Processors and Printers	20
X-Ray Post Inspectors	6

### Childcare Facilities

<b>Asset Class/Description</b>	<b>No. of Items</b>
Beehive Nursery Facility, Glasgow	1

### Telecoms

<b>Asset Class/Description</b>	<b>No. of Items</b>
PABX Telephone Systems	6

In addition to the items listed above the UKPA has a substantial number of items of general office furniture and fittings used in the day to day operations of the business.

## SECTION 3: THE FORENSIC SCIENCE SERVICE

### Introduction

The categories of assets reported here are in line with those reported in the Balance Sheet published each year in the Forensic Science Service's Annual Report and Accounts. This includes those assets with a value of £1,000 and above.

All data and the detailed internal accounting policies relating to the Forensic Science Service's assets can be found in the Annual Report and Accounts, available from FSS Birmingham Headquarters, Priory House, Gooch Street North, Birmingham B5 6QQ, telephone 0121 607 6920.

### Land and Buildings

#### Freehold

**Chepstow Laboratory**, Usk Road, Chepstow, Gwent NP6 6YE: Purpose built scientific laboratory constructed in 1978, extensions 1989/90, total area 1.82 hectares buildings occupying 3,435 square metres. Current staffing 96.

**Chorley Laboratory**, Washington Hall, Euxton, Chorley, Lancashire PR7 6HJ: Purpose built scientific laboratory constructed in 1970, occupies 0.815 hectares, with buildings covering 3,700 square metres. Current staffing 106.

**Huntingdon Laboratory**, Hinchinbrooke Park, Huntingdon, Cambridgeshire PE18 8NP: Purpose built scientific laboratory constructed in 1980/81, occupies 1.92 hectares, with buildings covering 3,701 square metres. Current staffing 73.

**Wetherby Laboratory**, Sandbeck Way, Audby Lane, Wetherby, West Yorkshire LS22 7DN: Purpose built scientific laboratory constructed in 1976, occupies 1,926 hectares, with buildings covering 3,171 square metres. Current staffing 121.

#### Leasehold

**Birmingham Laboratory/HQ**, Priory House, Gooch Street North, Birmingham B5 6QQ: Converted warehouse building upgraded to high space scientific laboratory, occupied from 1968 on a lease to the year 2013, a 6 storey building of 7,228 square metres. Current staffing 346.

#### Short Term Leasehold

**Metropolitan Laboratory**, 109 Lambeth Road, London SE1 7LP: Purpose built laboratory occupying 4 floors within Metropolitan Police Service building, initial 10 year lease from 1996, 11,600 square metres. Current staffing 441.

**Woodley Office**, Suite C, Loddon Vale House, Hurricane Way, Woodley, Reading RG5 4UX. Current staffing 9.

## Plant, Machinery and Vehicles

ASSET DESCRIPTION	NO. OF ITEMS
<b>Scientific/Laboratory Equipment:</b> This covers the following classes of equipment - Chromatographs, Spectroscopes, Centrifuges, Fume Cabinets, Freezers, Incubators, DNA Amplifiers and Sequencers, UPS, Ovens, Balances, Photographic Equipment and Other Scientific Plant.	1,373
<b>Microscopes:</b> This covers the following - Ultra Violet, Florescent, Stereo Zoom, Comparison, Compound, Low Power, Binocular and Camera.	541
Motor Vehicles (all cars)	61

## IT and Communications Equipment

### Minicomputer System

The Forensic Science Service is served by a PC Network with dedicated servers. These provide the following systems:

- Office automation facility-Microsoft Office (word processing/spread sheets) 1000 users.
- E-Mail-FSS network communications 1000 users.
- Work Management System (WMS)-scientist caseworker recording of work delivered 700 users.
- Sun Accounting System/Britannia Fixed Asset System - self contained finance systems 20 users.
- National DNA Database - intelligence gathering database incorporating several computer systems which hold DNA profiles of arrested and convicted felons or people awaiting court hearing. Profiles are matched against incoming crime stains to provide data to police to effect or eliminate possible criminals and identify series crime. 75 users.

[The hardware used on the PC network, also including printers/faxes/servers/telephone comprises 1,363 items]

## SECTION 4: FIRE SERVICE COLLEGE

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### Introduction

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This section of the National Asset Register covers all capital assets owned by the Fire Service College. The Fire Service College only capitalises assets that cost over £5,000, in part or whole.

Land and buildings are valued on the depreciated replacement cost basis. Valuations are carried out on an annual basis on a 5-year rolling programme, such that at the end of 5 years all buildings will have had a non-indexed revaluation. Other assets, namely plant and equipment, vehicles and fixtures and fittings, are valued at historic cost and indexed.

Depreciation is not provided on freehold land, but remaining assets are provided on cost or revaluation over their estimated useful lives.

### Land and Buildings (including site improvements and fire ground facilities)

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#### Freehold

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**Fire Service College**, Moreton-in Marsh, Gloucestershire, GL56 0RH comprising:

- Eleven Standard Bedroom Blocks - three storey residential buildings comprising bedrooms, communal toilet and bathroom facilities
  - Bowles House - three storey residential building comprising 93 en-suite bedrooms.
  - Bridges House - Residential & Teaching Block comprising 31 bedrooms, communal toilet and bathroom areas, 2 classroom and supporting offices, dining room, kitchen and bar.
  - Four Shires Mess Building - Stand alone building (S.A.B) - Dining room, Kitchen, 3 bars, Conference room, 2 Seminar rooms, 2 TV Viewing rooms, Staff restaurant, supporting offices and toilet areas.
  - Sports Complex - S.A.B comprising Swimming pool, 4 Squash courts, Multi-purpose sports hall, Conditioning room, Fitness testing room, Rest room, Reception foyer, supporting offices and toilets.
  - College Shop - Small stand alone building.
  - Administration Block A - Two storey standard office accommodation with Main reception area.
  - Administration Block B - Two storey temporary building - standard office accommodation.
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**Freehold**


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**Fire Service College** continued:

- Main Teaching Area - comprising Lecture theatre, Lecture rooms, Physics Lab, 2 Chemistry Labs, etc.. with communal Muster Bay and service gallery, TV studios and toilet areas.
  - Library & Chapel - S.A.B combining both Library and Chapel.
  - Main Stores Building - standard stores building housing college equipment including linen room.
  - Workshops, Garage and Wash Bay - Purpose built vehicle workshops and garages.
  - Appliance Bay & Road Traffic Accident Block - Purpose built Fire appliance building which houses 30 appliances and Breathing apparatus equipment. R.T.A Block has 4 classrooms, offices and toilets.
  - Works Maintenance Building and Main Boiler House - 2 Stand alone buildings comprising offices, stores and compound plus 3 main boilers.
  - Breathing Apparatus School - S.A.B comprising control tower, lecture rooms, briefing rooms, shower and stores areas, offices and toilets.
  - Aviation Training Unit - Temporary S.A.B. comprising 2 classrooms, offices, toilets.
  - Occupational Health Unit - SAB comprising Doctor's surgery, nurse's office, Health & Safety Adviser's office and hospital ward accommodation.
  - Staff House - 39 Four bedroom semi-detached houses with garages.
  - Commandant's House - 3 Bedroom detached house with garage.
  - Creche - Temporary building - 12 place nursery.
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**Vehicles, Fixtures and Fitting**


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ASSET DESCRIPTION	NO. OF ITEMS
Motor Cars	6
Ambulance	1
Buses and Personnel Carriers	10
Lorries	8
Fire Water Tenders and other specialist appliances	21
Boilers - main boiler house	4
Fire Main Pumps	5
Compressors	4
HV Transformers	6
Kitchen and other equipment: ovens, coldrooms, freezers, fat fryers, fridges, dish/glass/pot washers, vegetable preparation machines, gas rangers, slicers, waste disposal units, electric grill and fryer, etc.	47

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## IT and Communications Equipment

### Main Network

Network consisting of two Sun servers plus one Bull DPX2 and 200 workstations. This network supports the following systems:

- Cedardate CFACS System  
Integrated system of financial and management accounting - 24 users
- PWA Personnel System  
Personnel records, recruitment and training package - 8 users
- Fretwell-Downing Course Registration System  
Student record and course administration system - 24 users

### Desktop Systems

Graphics Unit, Course Planning System Scienta, Leisure Centre Microcash System

### Communications

### No. of Items

Mitel SX2000 PABX (360 extensions)

6 lines

In addition to the items listed above the Fire Service College has a number of items of general office furniture and fittings used in the day to day operations of the business.

The College's Annual Report and Accounts for 1995-96 are available from The Stationery Office. Telephone 0171 873 0011 for general enquiries, 0171 873 9090 for Orders.

## SECTION 5: THE PRISON SERVICE

### Introduction

This section of the National Asset Register covers all capital assets owned by the Prison Service valued at over £1,750 (£1,500 + £250 VAT), except IT equipment, where all assets are included. Assets in the course of construction are not capitalised.

A prison service location can be a site alone, or an individual prison, farm, quarters, training site, college location or a combination thereof.

Land and prison buildings are valued on a depreciated replacement cost basis. Valuations are carried out on a five year rolling programme, with annual adjustments to reflect current costs. Other buildings are valued on an open market value.

Fixtures and Fittings have been aggregated at a prison level. The value of separate identifiable items (individual table and chairs etc.) do not exceed £1,750 each, but the value of the total Fixtures and Fittings of the prison exceeds the minimum threshold. Therefore these are valued at a fixed base amount, adjusted for prison population and adjusted annually to reflect current costs. Plant, equipment and vehicles are valued at historic cost adjusted for an index for inflation. Intangible fixed assets and investments are valued at their estimated market value.

Land and quarters are not depreciated. Assets are depreciated by the straight line method over their expected useful lives.

Assets are listed in the order set out in the annual accounts. The annual accounts are available from The Stationery Office, telephone 0171 873 0011 for general enquiries, 0171 873 9090 for orders.

### Land and Buildings (freehold)

Each establishment is a site which may/may not have any buildings, farms or quarters attached. The detailed table below indicates the total number of establishments and the use of any buildings on site (if any). Residential quarters and farms, although part of the establishment, may not be on the same site as the prison. With contracted out prisons, the Prison Service owns the freehold but the site is operated by the private sector.

Location	Prison	Farm	Q'ters	Site only	Other	Comments
Aberford Road (Wakefield)			*		*	College
Acklington	*	*	*			
Albany	*		*			
Aldington	*		*			
Ashford				*		Currently let to the local authority
Ashwell	*	*	*			
Askham Grange	*	*	*			
Aylesbury	*		*			
Bedford	*		*			
Belmarsh	*	*	*			
Birmingham	*		*			
Blakenhurst	*					Contracted out
Blantyre House	*	*	*			
Blundeston	*	*	*			
Branston					*	Supply and Transport store
Bridgend				*		Site only, private prison in construction
Brinsford	*					
Bristol	*		*			
Brixton	*		*			
Brockhill	*		*			
Buckley Hall	*		*			Contracted out prison
Bullingdon	*	*	*			
Bullwood Hall	*		*			
Camp Hill	*	*	*			
Campsfield House, Kidlington				*		Stores and Kidlington Control and Restraint Training Unit
Canterbury	*		*			
Cardiff	*		*			
Castington	*					
Channings Wood	*	*	*			
Chelmsford	*		*			
Coldingley	*	*	*			
Cookham Wood	*		*			
Dartmoor	*					
Deerbolt	*	*	*			
Doncaster	*					Contracted out prison
Dorchester	*		*			
Dover	*		*			
Downview	*	*	*			
Drake Hall	*	*	*			
Durham	*		*		*	Training unit North East
East Sutton Park	*	*	*			

Location	Prison	Farm	Q'ters	Site only	Other	Comments
Eastwood Hall	*		*			
Elmley	*					
Erlestoke	*	*	*			
Everthorpe	*	*	*			
Exeter	*		*			
Fazakerley				*		Site only, private prison in construction
Featherstone	*	*	*			
Feltham	*	*	*			
Finnamore Wood	*		*			Not in use, decommissioned
Ford	*	*	*			
Foston Hall	*		*			
Frankland	*	*	*			
Full Sutton	*		*			
Garth	*					
Gartree	*	*	*			
Glen Parva	*	*	*			
Gloucester	*		*			
Grendon	*	*	*			
Gringley				*		Site only, for sale
Guys Marsh	*	*	*			
Haslar	*	*	*			
Hatfield Centre	*	*	*		*	National Dog Training
Haverigg	*	*	*			
Hewell Grange	*	*	*			
Highpoint	*	*	*			
High Down	*		*			
Hindley	*	*	*			
Hollesley Bay	*	*	*			
Holloway	*		*			
Holme House	*		*			
Hull	*		*			
Huntercombe	*	*	*			
Kirkham	*	*	*			
Kirklevington Grange	*	*	*			
Lancaster Farms	*		*			
Latchmere House	*		*		*	Training unit South
Leeds	*		*			
Leicester	*		*			
Lewes	*		*			
Leyhill	*	*	*			
Lincoln	*		*			
Lindholme Woodhouse	*	*	*		*	Training site, Hatfield
Littlehey	*	*	*			
Liverpool	*		*			

Location	Prison	Farm	Q'ters	Site only	Other	Comments
Lockwood				*		Site only
Long Lartin	*		*			
Low Newton	*		*			
Lowdham Grange	*		*			
Maidstone	*		*			
Manchester	*		*		*	Training unit North
Medomsley				*		Site only
Moorland	*		*			
Morton Hall	*	*	*			
New Hall	*	*	*			
Newbold Revel			*		*	College
North Sea Camp	*	*	*			
Northallerton	*	*	*			
Northeys	*					Not in use
Norwich	*	*	*			
Nottingham	*		*			
Onley	*	*	*			
Oxford	*		*			Sold April 1997
Parkhurst	*		*			
Pentonville	*		*			
Portland	*		*			
Portsmouth (Kingston)	*		*			
Prescoed	*					
Preston	*		*			
Pucklechurch	*		*			
Ranby	*	*	*			
Reading	*		*			
Risley	*		*			
Rochester	*	*	*			
Rudgate	*	*	*			
Send	*	*	*			
Shepton Mallet	*					
Shrewsbury	*		*			
Spring Hill	*					
Stafford	*		*			
Standford Hill	*	*	*			
Steventon					*	Supply and Transport store
Stocken	*	*	*			
Stoke Heath	*	*	*		*	Training unit Stoke Heath
Styal	*	*	*			
Sudbury	*	*	*			
Swaleside	*					
Swansea	*		*			
Swinfen Hall	*	*	*		*	Training unit Midlands
The Mount	*	*	*			
The Verne	*	*	*			
Thorn Cross	*	*	*			

Location	Prison	Farm	Q'ters	Site only	Other	Comments
Thorp Arch	*					
Training Unit West					*	Training unit
Usk	*	*	*			
Wakefield	*		*			
Wakefield College (Love Lane)					*	Training site
Wandsworth	*		*			
Wayland	*	*	*		*	Training unit East
Wellingborough	*	*	*			
Werrington House	*	*	*			
Wetherby	*	*	*			
Whatton	*	*	*			
Whitemoor	*		*			
Winchester	*		*			
Wolds	*					Contracted out prison
Woodhill	*		*			
Wormwood Scrubbs	*		*			
Wymott	*	*	*			
<b>Totals:</b>	<b>136</b>	<b>63</b>	<b>125</b>	<b>6</b>	<b>15</b>	

Note: Further details of individual prisons such as location, accommodation types and prisoner population can be found in Appendix 1 of Section E of the Prison Service's "Annual Report and Accounts April 1994 - March 1995".

### Plant, Equipment, Computers

ASSET CLASS/DESCRIPTION	NO. OF ITEMS
Industrial engineering/woodwork equipment	1,319
Industrial clothing/textile equipment	551
Industrial development/technical equipment	11
Other industrial equipment	299
Mechanical handling equipment	285
Security equipment	395
Works equipment	748
Office equipment	188
Miscellaneous equipment and artefacts	228
Farms and gardens equipment	1,500
Telecommunications and radio equipment	97
Computer equipment	473
Wyse terminals	6,204
Printers	2,630
Personal computers	2,500
Data Over Voice (DOV) rack	208
Data Over Voice (DOV) & DOV card	8,132
RAN cluster	508
Printer Hoods	1,157
DPX20 (processors)	139
HQ servers	680
Kitchen equipment	4,139
Vocational and construction industry, training equipment	406
Hospital equipment	651
Education and training equipment	114
Laundry equipment	1,203
Physical education equipment	317
Religious equipment	119

### Fixtures and Fittings

ASSET CLASS/DESCRIPTION	NO. OF ITEMS
Furniture and equipment	266

### Vehicles

ASSET CLASS/DESCRIPTION	NO. OF ITEMS
Motor vehicles	866

### Investments

ASSET CLASS/DESCRIPTION	NO. OF ITEMS
Dairy Crest/ National Milk Records plc/ GenusLtd/ Milk Marque: shares/certificate of entitlement	4

### Intangible fixed assets

ASSET CLASS/DESCRIPTION	NO. OF ITEMS
Milk quota	1

## SECTION 6: NON DEPARTMENTAL PUBLIC BODIES

This section of the National Asset Register covers those assets recorded as fixed assets/ investments by those Home Office Executive Non Departmental Public Bodies/Public Corporations whose assets have a value in excess of £100,000. These are:

- The Alcohol Education and Research Council
- The Horserace Betting Levy Board
- The Horserace Totalisator Board
- The Police Complaints Authority
- The Criminal Injuries Compensation Authority
- **The Alcohol Education and Research Council** is responsible for administering the Alcohol Education and Research Fund which was created as a charitable foundation under the Licensing (Alcohol Education and Research) Act 1981. The Fund is available to finance projects within the United Kingdom for education and research and for novel forms of help to those with drinking problems including offenders. The Fund may be used to aid other charitable organisations having similar purposes.

The asset information shown below was extracted from the Balance Sheet for 31 March 1996 and the associated Notes to the Accounts as published in the AERC's "Annual Report for the Year 1995-96 and Statement of Accounts".

Listed Investments (as at 31/3/96) in £s		
	Market Value	Cost
British Government stocks	2,647,110	2,595,997
Equities, unit trusts and convertible loan stock	4,690,192	4,236,959
Cash awaiting re-investment	915,419	915,419
<b>Total</b>	<b>8,252,271</b>	<b>7,748,375</b>

[For further information contact AERC, Room 520, Clive House, Petty France, London SW1H 9HD. Telephone 0171 271 8379/8337]

- **The Horserace Betting Levy Board** is a corporate body, operating in accordance with the provisions of the Betting, Gaming and Lotteries Act 1963 (as amended). It is charged with the duty of assessing and collecting monetary contributions from bookmakers and the Horserace Totalisator Board, and with applying them for the purposes conducive to any one or more of the improvement of breeds of horses, the advancement or encouragement of veterinary science or veterinary education, the improvement of horseracing.

The asset information shown below was extracted from the Balance Sheet for 31 March 1997 and the associated Notes to the Financial Statements as published in the Horserace Betting Levy Board's "Thirty-Sixth Annual Report 1996-97".

### Tangible Fixed Assets

Net Book Value as at 31/3/97	Freehold Land & Buildings	Short Leasehold Premises	Plant and Machinery	Motor Vehicles	Total
	£000	£000	£000	£000	£000
Board	1,896	96	569	59	2,620
Group	13,326	96	2,333	109	15,774

### Investments in Subsidiary Undertakings as at 31/3/97

**Shares** At 31 March 1997 the Board owned the whole of the £2 issued ordinary share capital of the Horseracing Forensic Laboratory Limited (HFL), which operates a forensic laboratory for the benefit of the integrity of racing primarily in Great Britain and is registered in England.

£000

#### Loans to HFL

Board

Repayable within five years

13,772

### The National Stud

The National Stud is an undertaking which was transferred to the Board from the Ministry of Agriculture, Fisheries and Food on 1 April 1963. The National Stud stands high class and commercial stallions and makes nominations to such stallions available to the owners of mares with the purpose of maintaining the high standard of the English thoroughbred horse.

The terms under which the National Stud is held by the Board include the following:

- A. The National Stud must be held as an identifiable asset.
- B. The Board may not appropriate profits made by the National Stud.
- C. The Board will regard the making good of working losses in any year of the National Stud as a purpose of the levy.

[The financial statements of the National Stud, which are not included in the financial statements of the Board and Group, are set out separately in the Board's Annual Report.]

- **The Horserace Totalisator Board** was created by Act of Parliament in 1928. It is a commercially-managed organisation whose joint aims are to provide a full betting service to its customers and financial support to horseracing.

The asset information shown below was extracted from the Consolidated Balance Sheet for 31 March 1997 and the associated Notes to the Financial Statements as published in the Horserace Totalisator Board's "Thirty-Sixth Annual Report 1996-97".

<b>Intangible Assets</b>	<b>£000</b>
Betting Office Licences	27,053

<b>Tangible Assets</b>	<b>Properties</b>	<b>Equipment</b>	<b>Total</b>
	£000	£000	£000
Net Book Values	8,881	11,803	20,684

<b>Investment in Associated Undertakings</b>			
	<b>Share of net assets</b>	<b>Loans</b>	<b>Total</b>
	£000	£000	£000
At 31 March 1997	(485)	1,100	615

This investment represents the Board's 50% interest in the issued ordinary share capital of Tote Direct Limited, a company registered in England.

<b>Investments</b>	<b>£000</b>
Valuation at 1 April 1996 and 31 March 1997	4,554
This represents the Board's investment in Satellite Information Services (Holdings) Limited which was revalued by the Board at 31 March 1994. Its historical cost is £1,689,000.	

Head Office: Tote House, 74 Upper Richmond Road, London SW15 2SU.

- **The Police Complaints Authority (PCA)** exercises certain functions under the Police and Criminal Evidence Act 1984 with regard to the supervision of the investigation of certain categories of complaints and the disciplinary aspects of complaints against the Police. Assets with a value of £500 and over are recorded on the PCA's asset register. In the main these comprise office and IT equipment.

The Authority's computer system is PC based and networked to some 78 users. It provides a file tracking system via a bespoke software application which records, logs and progresses the procedural investigation of the complaints received from police forces and handled by the Authority, and a database application handling complaints received direct from members of the public.

For further information about the PCA, see "The 1996/97 Annual Report of the Police Complaints Authority" available from The Stationery Office, telephone 0171 873 0011 for General Enquiries, 0171 873 9090 for Orders.

- **The Criminal Injuries Compensation Authority (CICA)** administers both the Common Law Damages Scheme and the Tariff-based Scheme for payments of compensation to victims of crime and of violence. Assets with a value of £100 and over are recorded on the CICA's asset register. In the main these comprise office equipment and IT equipment. The Authority's computer system is PC based, networked between four users.

The CICA has not as yet produced accruals accounts. Further information is contained in the Criminal Injuries Compensation Board's Thirty Second Report which contains the Accounts for the year ended 31 March 1996 and is available from The Stationery Office, telephone 0171 873 0011 for general enquiries, 0171 873 9090 for orders.

## CHARITY COMMISSION

### Introduction

The Charity Commission provides the legal framework, authority, support and advice necessary to secure the efficient and effective administration of charities. Its main activities are determining charitable status, maintenance of the Register of Charities, monitoring of charities and, where appropriate, investigation where charitable funds may be at risk.

The Department employs 550 staff at three sites and has an annual Vote of around £22 million.

The Department's fixed asset policies prescribe a capitalisation threshold of £1000 for all tangible fixed assets. Intangible assets (computer software) are not capitalised. The Department does not own any land and buildings, vehicles or heritage assets.

### Departmental Asset Register

**IT Equipment:** the Department has a departmental wide area network of PCs and associated equipment. This is the platform for Inter/Intranet facilities, the Charity Database System, a case management system and general office and administration systems.

**Furniture and Fittings:** this comprises sufficient general office furniture and equipment and telecommunications systems to meet the day to day business needs of the Department.