

15 May 2018

**Our Ref:** RFI 23243

Dear

**Freedom of Information Act 2000  
Information in Relation to Lost Property**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which you requested on 17 April 2018.

A response to each of the questions raised has been provided by the Finance and Estates Directorate and is attached in Appendix A.

Under the terms of the legislation, if you are unhappy with this response you have the right to seek a review within the Trust in the first instance. If you wish to do so, please write to me at the address below.

If after such a review you are still unhappy with the response, you have the right to appeal to the Information Commissioner who will undertake an independent review. The Information Commissioner can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

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**Catherine Treanor (Miss)  
Information Governance Assistant**

**Q1. Does the Trust operate lost property services, whether formal or informal, at your hospitals?**

***If so, can you please list all items handed in to the lost property services in your hospitals in the 2017 calendar year, broken down on a month by month basis?***

A1. Yes our Trust operates formal lost property services within our hospitals. Whilst the Trust encourage lost property to be handed into our Cash Offices, it is not possible to list all lost property in 2017. Items of value unclaimed after a period of six months typically include rings, watches, bracelets, necklaces, earrings, mobile phones, money and glasses.

**Q2. Can you also detail, how much money was paid out to patients as compensation for lost property in trust hospitals in 2017, broken down on a month by month basis?**

A2. £2,689 was paid out to patients as compensation for lost property in 2017, broken down as follows:  
February 2017 - £459  
April 2017 - £30  
June 2017 - £2,200

**Q3. Can you also enclose a copy of the lost property process in this response?**

A3. Please find enclosed a copy of Procedures for The Management of Lost and Found Property. Trust policy code: SET/Gen/Mge.