



**SOUTH EASTERN TRUST**

**PROCEDURES FOR THE MANAGEMENT OF LOST AND FOUND  
PROPERTY**

<b>Title:</b>	<b>Procedures for managing lost and found property throughout Trust</b>	<b>Ratified by Relevant Executive Directors:</b>	
		<b>Acting Director of Finance</b>	
<b>Ownership:</b>	<b>South Eastern Trust</b>	<b>Status:</b>	<b>Draft</b>
<b>Publication Date:</b>		<b>Next Review:</b>	<b>April 2018</b>
<b>Author(s)</b>	<b>Finance Directorate</b>		
<b>Version No. V1 Aug 2009</b>	<b>Evidence Base: Legacy Trust procedures and recommendations from internal audit regarding best practice.</b>		

**1.0 INTRODUCTION**

1.1 This document provides direction to all staff employees for the safe management of Lost and Found Property. The procedure covers the following areas:

- Reporting of Found Property
- Directing Enquiries on Lost Property

**1.2 Policy Aims**

- To ensure that all staff members are aware of their responsibilities in relation to reporting/handling of lost property and the controls in place to ensure safe discharge of said items to owners where possible.
- Also to ensure staff are aware of procedure for directing enquires from members of the public in relation to items lost on Trust property.

**2.0 DIRECTIONS FOR DEALING WITH FOUND ITEMS OF PROPERTY**

Once an item of property has been found by a member of staff, the following steps must be taken to ensure items are correctly documented and every effort is made to return money and valuables to their owners

1. When an item of property has been found (property could relate to any item which has value for the owner e.g. jewellery, glasses, mobile telephone, cash etc), the staff member should complete Section A of the Found Property

Notification Appendix 1. (Clothing should be kept at ward/dept level where found)

2. Every effort should be taken to record detailed accurate notes on what property has been found and where it was located.
  - Staff should take care in describing jewellery such as rings, bracelets, or earrings. These should be described as yellow or white metal as appropriate. Stones should be described as clear, white or other applicable colours. Terms such as gold, silver, platinum, diamond etc should not be used as these might indicate an intrinsic value.
  - When money is being recorded amount should be recorded in both words and figures. e.g. £20 twenty pounds
3. The staff member who found the item should complete their details and note if they wish to keep the article if unclaimed after 6 months.
4. The found item should be placed in a brown envelope, sealed, dated and signed.
5. The completed Found Property Notification form along with the item should be taken to one of the following areas depending on location where found:
  - If found at hospital:
    - i. Ulster Hospital Cash Office
    - ii. Downe Hospital Cash Office
    - iii. Lagan Valley Cash Office
  - If found at Trust Facility:
    - i. Nominated person-in-charge of maintaining facilities safe
6. The Officer receiving the property and the Finder should complete/sign Section B of the Found Property Notification.
7. The above facilities should then notify the Finance Officer of any new items received. If possible a scanned copy of Found Property Notification form should be emailed to Jennifer Kerr
8. The Trust will hold the found item for safe keeping for a period of 6 months and a master list will be maintained by Finance Officer of all items currently recorded as found items throughout Trust.

### **3.0 DIRECTING ENQUIRES REGARDING LOST PROPERTY**

1. All enquires from members of the public in relation to lost property should be directed to Jennifer Kerr Finance Officer.
2. If item is recorded as been found, then the member of public will be asked to collect item from facility and complete Section C of Found Property Notification form.
3. Facility should notify Finance Officer via email of any items collected.

### **4.0 RECLAIMING OF ITEMS AFTER 6 MONTH HOLDING PERIOD**

1. If the article is unclaimed within 6 months the finder has the option to collect the property from the facility/cash office.
2. The finder should contact the facility where the property was reported to and complete Section D of the Found Property Notification form.

### **5.0 DISPOSING OF UNCLAIMED ITEMS AFTER 6 MONTHS**

1. Facilities holding unclaimed items after 6 months should contact Finance Officer Jennifer Kerr who will arrange to collect items and complete Section D of Found Property Notification. These items will be held centrally in safes on Ards Hospital Site.
2. The Finance Officer in consultation with Director of Finance will obtain 2 independent price quotations for items and decide on the most appropriate means of disposal.
3. Money from the sale of said items will be lodged into the Charitable Funds – General Fund.

## **6.0 RELEVANT CONTACTS WITHIN FINANCE DIRECTORATE**

All queries in relation to Lost and Found Property should be addressed to the following officers:

Kirsty McMaster	Financial Governance Officer	Tel: 028 91 512057
Jennifer Kerr	Finance officer	Tel: 028 91 812661

For correspondence in respect of Lost and Found Property is as follows:

**Financial Governance Department  
Finance Building  
1<sup>st</sup> Floor  
Ards Hospital  
Church Street  
Newtownards  
BT23 4AS**

## 7.0 EQUALITY STATEMENT

*This procedure has been drawn up and reviewed in the light of Section 75 of the Northern Ireland Act (1998) which requires the Trust to have due regard to the need to promote Equality of Opportunity.*

*In line with the duty of equality this procedure has been screened against particular criteria and as a result no major issues requiring further impact assessment have been identified.*

*This procedure has also been considered and prepared with regard to the Trust's obligation under the Human Rights Act 1998. The Trust is satisfied that the policy/guideline/protocol complies with its obligations under the Act.*

*If at any stage of the life of the procedure there are any issues within the policy which are perceived by any party as conflicting with his/her rights, that party should bring these to the attention of the Director of Human Resources & Corporate Affairs or raise a complaint through the published complaints procedure.*

\_\_\_\_\_  
**Mr C Martyn**  
**Medical Director**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Mr N Guckian**  
**Director of Finance**

**Date:** \_\_\_\_\_



## **FOUND PROPERTY NOTIFICATION**

### **Details of property found:**

Section A	Description of article found:	
	Finder's name:	In-patient/Out-Patient/Visitor/Staff
	Handed over by: (if not the finder)	In-patient/Out-Patient/Visitor/Staff
	Grade or Address:	
	Location where found:	
	Date found:	
	Does the finder wish to keep the article if unclaimed within 6 months?	Yes/No

### **Receipt of property handed over for safekeeping:**

Section B	Finders signature:	Date:
	Officer receiving article:	Date:

### **Record of Claimed Property:**

Section C	Property claimed by:	In-patient/Out-Patient/Visitor/Staff
	Grade or Address:	
	Claimant's signature:	Date Returned
	Officer returning article:	

### **Unclaimed items:**

Section D	Property not reclaimed after 6 months:	
	Article passed to Finance Officer:	Yes/No
	Signed Finance Officer:	
	Date:	

A copy of this form should be held on site by facility for records, original to be given with item to Finance Officer.

