



Please Note: This policy is currently under review and is still fit for purpose.

Condemnation and Disposal of Trust Assets

This procedural document supersedes: CORP PROC 6 v2 – Condemnation or Disposal of Assets or Stock Policy and Procedure.



Did you print this document yourself?

The Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version. **If, for exceptional reasons, you need to print a policy off, it is only valid for 24 hours.**

Author/reviewer: (this version)	Andrew Levertton – Head of Medical Technical Services
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Approved by:	Policy Approval and Compliance Group
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Target audience:	Trust wide

Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 3	13 December 2016	<ul style="list-style-type: none"> • Inclusion of on-line electronic disposal request form • Title change • Revised policy to current Trust format • All sections reviewed and rewritten to reflect changes in legislation and other supporting policies. • Condemnation procedure re-written with updated protocols. 	A. Leverton
Version 2	May 2012	<ul style="list-style-type: none"> • References to special waste replaced with hazardous waste • Further detail and explanation on WEEE • Updated information on documentation • Monitoring and accountability • Appendix 2 updated • Appendix 3 – names removed 	A. Leverton
Version 1	November 2009	<ul style="list-style-type: none"> • This document has been reviewed, without change. 	A. Leverton
Version 1	June 2007	<ul style="list-style-type: none"> • This is a new procedural document, please read in full 	A. Leverton

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1. INTRODUCTION

Like any large organisation, the Trust has thousands of assets it is responsible for, and as such must have policies and procedures for the safe and responsible disposal of these assets when they are no longer required.

For the purposes of this policy an asset is defined as an item that has a financial value whether fully depreciated or not.

Most assets fall into four main categories:

- Medical Devices
- Computer equipment
- Furniture and fittings
- Consumable stock

Disposal of Trust assets can be very complex, given the plethora of waste regulations that are required to be followed. It must therefore not be assumed that because the asset is no longer needed it can be simply discarded in normal waste streams. Regardless of the asset category, whether it is IT, furniture, consumable or medical equipment, there will be a number of processes that require following to ensure that the Trust is:

- a) Compliant with current legislation;
- b) Not disposing of assets that have a contract attached;
- c) Not losing out on potential income/savings from resale or reuse;
- d) Confident of the information held on asset databases.

2. PURPOSE

The purpose of this policy document is to set out the procedures to be followed with respect to the sale, loss, destruction, condemning, scrapping or transfer, within or outside the Trust, of assets, capital, inventory and stocks. The policy covers all Trust owned assets and should be used whenever an asset is deemed:

- a) Surplus to requirements
- b) Obsolete
- c) Unsafe
- d) Uneconomical to repair or continue in use

All Trust staff involved in asset management or having responsibility for purchasing or disposing of assets should be aware of and abide by the procedures detailed in this document.

Authorised values and financial limits, where not specified in this policy will be in accordance with those set out in the Standing Financial Instructions (SFI's).

In accordance with the SFI's section 14, 'Disposals and Condemnations, losses and special payments' the policy and procedures detailed fulfil the Trusts obligations to ensure efficient and effective asset management.

Compliance with this policy should also ensure that the Trust complies with statutory obligations issued by HM Government and the EU on Health and Safety, Waste Management and Procurement matters.

Information provided to Asset Managers, the Trust Management Board and users of the accounts should be accurate, reliable and up to date. It should therefore include the effects of all asset disposals.

Any proposed disposal of assets must be in accordance with the procedures outlined in this policy and include consideration of all health and safety and waste management aspects. Even items considered immaterial for accounting purposes may have significant safety or waste implications.

Failure to consider such aspects may result in the Trust being in breach of statutory regulations which in turn could result in heavy fines or expensive legal proceedings.

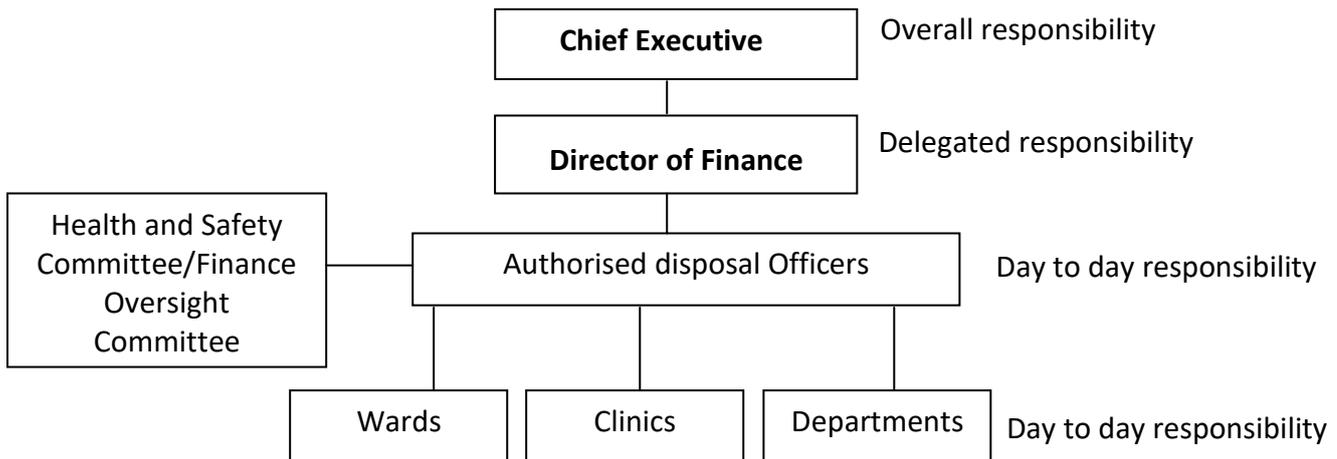
This Policy forms part of Standards for Better health and CQC documentation and the co-operation of all Trust employees is therefore sought. All managers are requested to ensure that their staff are made aware of this policy document where applicable. Any suggested improvements to this policy would be welcomed and should be submitted to the Medical Technical Services Manager or Waste Co-ordinator for consideration.

3. DUTIES AND RESPONSIBILITIES

Duties and responsibilities regarding asset management including condemnation and disposal are clearly laid out in the Trusts Standing Financial instructions. These reference the formation of detailed procedures for the disposal and condemnation of assets. This policy fulfils this requirement and therefore should be disseminated to managers.

For each of the asset groups a slightly different disposal procedure is required, as detailed in the following sections. As with any procedures, consideration must be given to the health and safety implications and any associated legislation around disposal.

If in doubt advice should be sought from the appropriate disposal officer. The following flowchart simplifies the accountability and responsibilities in relation to this policy.



3.1 Medical Devices – Disposal Officer - Head of Medical Technical Services

Disposal of medical devices need to be co-ordinated with Medical Technical Services to ensure that any active service contracts are cancelled and credits received if due. In addition the majority of medical devices are captured on the medical devices asset database and these would require removal to ensure database accuracy.

Some assets will have a resale value or be able to be re-used in the Trust, it will therefore be the authorised disposal officer who will decide the most appropriate route for any asset no longer required by the owner. This may include holding for contingency purposes, re-using in a different area, resale via a third party or by physical destruction.

For the purposes of this policy, medical devices include all medical Imaging and Pathology equipment.

3.2 IT Equipment – Disposal Officer - ICT Infrastructure Manager

All computer based equipment, (except that attached to medical devices) needs to be returned to computer services. The Trust has strict protocols for removal of potential patient and sensitive data on Trust owned IT equipment. It is therefore imperative for information governance purposes that all computer based equipment is returned to Computer services for memory removal.

The standard operating procedure used by computer services (SOP 18) can be obtained by contacting IT Services.

3.3 Furniture and fittings - Disposal officer -Capital Buyer Procurement

By far the majority of surplus items are in the form of furniture and fittings, desks, chairs cupboards and other sundry items.

These are freed up as a result of ward/ department refurbishments or changes in layout. In many cases the surplus items are able to be re-used. The Trust therefore is developing a system where these items will be reviewed and put up for re-use if appropriate.

Where items cannot be reused they will be disposed of through the appropriate waste stream.

3.4 Stock - Clinical/Non Clinical Stock - Clinical Procurement Specialist

From time to time the Trust will accumulate surplus stock of consumable items that could be clinical or non- clinical in nature. Such stock may have some re-sale value either in the form of credit from the supplier or via the NHS wider supplies networks.

As such, all surplus consumable stock should be returned to procurement so they can assess any resale/return opportunities.

3.5 Estates Assets

The Estates Department, working with the appropriate disposals officer where applicable, will be responsible for removal of fixed assets that have been identified as no longer required. All estates assets have been recorded on the PLANET management system and therefore it is essential for database accuracy that estates are involved when assets covered by them are to be removed.

3.6 Replacement

It must not be assumed that because an item has been disposed of or condemned it can be automatically be replaced. Managers and disposal officers must satisfy themselves that the disposal/condemnation was made for valid reasons and that replacement is appropriate.

When submitting orders to replace disposed/condemned items, reference should be made to the unique disposal reference.

Business cases for replacement of capital assets should reference the support of the appropriate disposals officer.

3.7 Capital Asset register

When disposing of, or moving any capital assets a capital asset register form, available from the capital asset management assistant must be completed and returned to capital accounts in Finance.

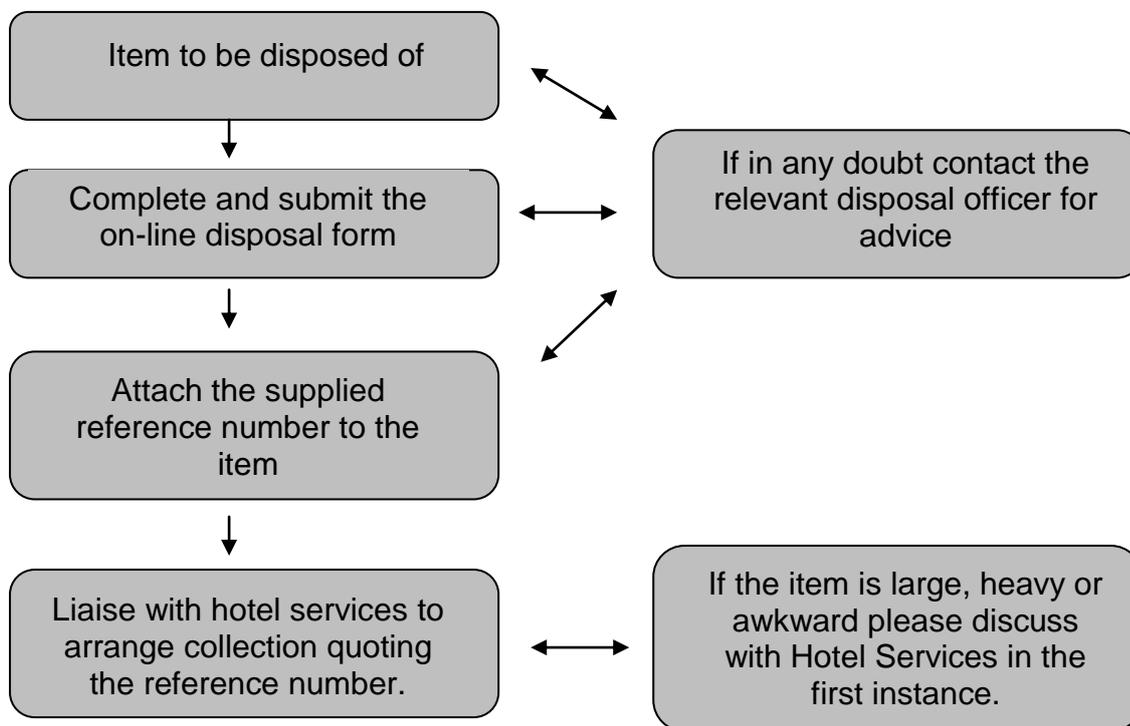
This is the form that should be used by all managers responsible for assets to inform the Capital Management Team in Accounts, of changes to their asset's status. This will include, purchase information, transferring to a new location, or replacement, in addition, any residual value an asset may retain at the point of disposal must be recorded appropriately in the capital accounts ledger. Additional forms are available from capital management in finance. For further information please refer to the capital management team.

4. PROCEDURE

In order to make the process for disposing of Trust assets as simple and as efficient as possible, while ensuring the Trust is discharging its responsibilities in terms of financial, environmental and managerial aspects, the process has been made paper light.

Access to the on-line disposal request form can be found under the Electronic Forms icon now available on all Trust computers.

This simple flow chart shows the process:



For a step by step guide on how the process works please see the 'How to' guide in appendix 1.

DO...complete the electronic form and obtain a disposal reference number
DO...complete the capital asset form and return to capital accounts if applicable

DO NOT... abandon unwanted items in corridors, stair wells and other common areas, not only is this a potential fire and health and safety hazard, it shows the Trust in a poor light, generates complaints and wastes resources.

5. TRAINING/ SUPPORT

Assistance in following the principles contained in this policy can be sought from the appropriate disposals officer.

For general guidance and help with waste disposal contact the Trusts Waste Manager.

For guidance on health and safety issues relating to waste disposal contact the Trusts Health and Safety Advisor.

For guidance on using the on-line disposal form please contact Medical Technical Services'

6. MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Use of the on-line disposals form.	Medical Technical Services	Quarterly	Status report Estates and Facilities Compliance Assurance Committee.
Correct waste stream usage	Waste Manager	On-going	Issues raised at Estates and Facilities Operational meetings.
Percentage of items re-used	Medical Technical Services	Six monthly	Budget efficiency meetings.
Datix Incident reports	Datix Administrator	Quarterly	Trusts Health and Safety Committee.

7. DEFINITIONS

Capital assets: A capital asset is defined as an item fulfilling the following criteria: It has an economic useful life exceeding one year.

- i) is either a discrete asset, or
- ii) a collection of assets which may individually be valued at less than £5,000 but which together form a single collective asset because the items fulfil all the following criteria:
 - the items are functionally interdependent;
 - the items are acquired at about the same date and are planned for disposal at about the same date;
 - The items are under single managerial control.
- iii) at the Trusts discretion, a collection of assets which individually may be valued at less than £5,000 but which form part of the initial equipping and setting-up costs of a new building.

Condemnation: The practical and administrative process of removing an asset permanently from use within the Trust.

Disposal: The process of physically removing the asset from the Trust premises.

Inventory assets: An inventory asset is one having a useful economic life exceeding one year but with a gross replacement cost of between £1,000 and £4,999 from 1 April 1993 the inventory assets database will also include assets previously classified as capital assets following the increase in the capitalization threshold from £1,000 to £5,000.

A Capital Asset Database is maintained for the purpose of recording capital asset details and calculating capital charges thereon.

Stock: Stocks comprise all other consumable and sundry small items of equipment used in the day to day operation of the Trust.

8. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. (See Appendix 2).

9. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

CORP/HSFS 17 (A) - Waste Management Policy
 CORP/HSFS 17 (B) - Waste Management Manual
 CORP/FIN 1 (B) - Standing Financial Instructions
 PAT IC 24 - Cleaning and Disinfection of Ward Based Equipment

10. REFERENCES

Managing Medical Devices Guidance for Healthcare and social care organisations. April 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/421028/Managing_medical_devices_-_Apr_2015.pdf

HTM 07 - 01 Safe Management of Healthcare Waste 2013, Department of Health.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/167976/HTM_07-01_Final.pdf

This list is not exhaustive further reference to Legislation and Guidance can be found in the Waste Management Manual CORP/HSFS 17 (B)

APPENDIX 1 - HOW TO...DISPOSE OF ASSETS

How to...Dispose of assets

The procedure for disposing of any Trust assets must follow the process detailed below. In order to reduce paperwork the procedure has been adapted to use intranet electronic forms.

Step 1

Access the 'disposal request' on line form via the Electronic forms icon available on the desktop of all Trust owned computers.

Complete the form as fully as possible. For items that have or are likely to have a replacement value greater than £5,000 then your relevant business manager should agree and be named in the authorisation section.

Disposal request

Please use this on-line form when requesting disposal of any trust assets. Trust assets can only be disposed of once this form has been completed and the unique reference number can be provided.
Further information and guidance can be found in the Policy on condemnation and disposal of Trusts assets.

<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Owner/User details</p> <p style="margin: 5px 0;"><input type="checkbox"/> DRI <input type="checkbox"/> BD&H <input type="checkbox"/> MMH <input type="checkbox"/> Retfd</p> <p style="margin: 5px 0;">Care Group</p> <p style="margin: 5px 0;">Please select ▼</p> <p style="margin: 5px 0;">Ward/Department</p> <p style="margin: 5px 0;">Please enter location of the asset</p> <p style="text-align: center; margin: 10px 0;">Asset Details</p> <p style="margin: 5px 0;">Asset Type - Please select</p> <div style="border: 1px solid black; padding: 2px;"> <p><input type="checkbox"/> Medical Device</p> <p><input type="checkbox"/> Computer asset</p> <p><input type="checkbox"/> Furniture/Fittings</p> <p><input type="checkbox"/> Estates assets</p> <p><input type="checkbox"/> Consumables</p> </div> <p style="margin: 5px 0;">Comments</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Description of asset/s</p> <p style="margin: 5px 0;">i.e. Wooden desk</p> <p style="margin: 5px 0;">Quantity <input style="width: 40px;" type="text" value="0"/></p> <p style="margin: 5px 0;">Reference No/ Barcode/ Serial No</p> <p style="margin: 5px 0;"><input style="width: 100%;" type="text" value="0"/></p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p><input type="checkbox"/> Faulty</p> <p><input type="checkbox"/> No longer suitable for purpose</p> <p><input type="checkbox"/> Unsafe</p> <p><input type="checkbox"/> No longer required</p> <p><input type="checkbox"/> Other (Please Specify in comments)</p> </div> <p style="text-align: center; margin: 5px 0;">Disposal status</p> <p style="margin: 5px 0;">Re-usable <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Authorisation</p> <p style="margin: 5px 0;">Before submitting this form for asset disposal please be certain that you are authorised to dispose of this asset.</p> <p style="margin: 5px 0;">Please ensure that any local inventories are updated accordingly.</p> <p style="margin: 5px 0;">Please make sure assets are clean and safe to dispose of. Assets should be identified with the reference number you will receive when this form is submitted.</p> <p style="text-align: center; margin: 10px 0;">Authorised budget holder*</p> <p style="margin: 5px 0;">name of authorised budget holder</p> <p style="margin: 5px 0;">(*Business manager approval required for assets with a replacement value greater than £5,000)</p> <p style="margin: 5px 0;">Type your name here</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin: 5px 0;"></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px 15px; background-color: #ccc;">Submit</div> <div style="border: 1px solid black; padding: 5px 15px; background-color: #ccc;">Reset</div> </div> </div>
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Step 2

Submit the form, depending on the asset type the form will be automatically copied to the relevant disposal officer.

Step 3

Once submitted you will receive a reference number (example as below), write this down or print off and attach this to the asset being disposed of. Make sure that the asset is clean and safe to be disposed of. Empty draws and cabinets where applicable and wherever possible provide keys to locks.

Example	Thank you, your form has been submitted. Please note the reference number and record it on a tag then attach on items that require to be moved. If the item can be reused, please tele-track to equipment store DRI No assets should be moved without this reference number attached. Thank you for your assistance.	Example
Example	fn****2	Example

For medical equipment please ensure all accessories and cables are available and where possible operating instructions, this makes re-sale a more attractive option.

Step 4

In most cases assets will be moveable, in this case a request can be made to the tele-tracking system stating the disposal request form number, to have the item collected.

Tele-track destinations:

- Medical Devices - to Medical Technical Services
- I T assets- to - I.T Services
- Furniture and Fittings – dependant on condition, either the equipment store(DRI old Laundry)
or appropriate waste stream, scrap metal to the skip, wooden furniture to the compactor.

If in any doubt contact the relevant disposals officer for advice or the waste co-ordinator

Please note, items that do not have a valid reference number will not be collected.

APPENDIX 2 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/Strategy	Care Group/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Condemnation and Disposal of Trust Assets	Estates and Facilities	Andrew Leverton	Existing policy	12 September 2016
1) Who is responsible for this policy? Estates and Facilities				
2) Describe the purpose of the service / function / policy / project/ strategy? Trust wide policy on asset disposal				
3) Are there any associated objectives? Compliance with waste management regulations				
4) What factors contribute or detract from achieving intended outcomes? –				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? No determined impact				
<ul style="list-style-type: none"> • If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] – 				
6) Is there any scope for new measures which would promote equality? Not applicable to this policy				
7) Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected?	Impact		
a) Age	N			
b) Disability	N			
c) Gender	N			
d) Gender Reassignment	N			
e) Marriage/Civil Partnership	N			
f) Maternity/Pregnancy	N			
g) Race	N			
h) Religion/Belief	N			
i) Sexual Orientation	N			
8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27.</i>				
Date for next review: September 2019				
Checked by: Andrew Leverton		Date: 12 September 2016		