

LOST PROPERTY CODE OF PRACTICE

1. The following code of practice dealing with lost property discovered on and handed in to Council premises safeguards the interests of all concerned. Steps must be taken to ensure the recording and security of lost property and subsequent disposal for all establishments.
2. All lost property of value should be issued with a unique item number and recorded in a register of “Property Found on Council Premises”.
3. Council employees in the exercise of their duties **do not qualify** for the return of items of lost property handed in by them.
4. Finders should be informed either verbally or in writing that property not claimed by the owner may, after a period of three months and subject to application and completion of an indemnity (attached at Appendix A) by the finder, be handed back to him/her.
5. Items of lost property recorded and believed to have value in excess of a sum determined by the Chief Finance Officer (currently £50), should be reported to the local Police Station and passed to a Responsible Officer as delegated by the Chief Finance Officer for safe keeping.
6. After four months, items unclaimed by either owner or finder should be passed to the Responsible Officer. Items passed to the Responsible Officer should be listed on a formal document. A signed copy of which should be returned to the establishment to acknowledge receipt.
7. The Responsible Officer, will dispose of unclaimed lost property to benefit the Mayor’s Benevolent Fund or local charities. The responsible Officer, will exercise discretion to select the most suitable disposal method which achieves the maximum salvage value at a least cost to the Council. (Some examples are given below). Any income received from disposal must be clearly documented to show how it has been passed to the beneficiaries. Items of exceptional value should be referred to the Chief Finance Officer.
 - **Old Clothing** - Clothes in reasonable condition – Charity shops, such as Oxfam, otherwise discard.
 - **Jewellery** - Quotes from at least two jewellers or auction.
 - **Other items** Discard if of no monetary value, otherwise auction.

APPENDIX A

INDEMNITY BY FINDER OF LOST PROPERTY

I, (Name)

of(Address)

hereby acknowledge receipt of the property mentioned in the schedule hereto found by

me, on(date)

at(establishment)

delivered by me to the care of the London Borough of Barnet in consideration of the delivery of the said property to me. I hereby undertake that I will at all times hereafter indemnify and keep indemnified the Council and their officers against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against or incurred or become payable by them arising directly or indirectly out of such delivery of the said property to me.

The Schedule above referred to:

Signed:

Witnessed by:.....

Name:.....