

DEPARTMENT OF HEALTH - LONDON

The following guidance is based on the national guidance you have already received but it differs in certain sections. Please use this London guidance and not the national version.

Guidance on the Disposal of Assets: Contracts, Equipment and Furniture

1. Introduction

- 1.1 Over their years of existence CHCs have accumulated many assets, which enable the smooth function of their individual offices. The furniture and equipment will vary at each CHC but all CHCs will have a large number of items most of which will have been purchased outright but some will be leased, there will also be some leases/contracts for the maintenance of equipment.

1.2 Principles

The following principles must be followed:

- A clear audit trail for all disposals
- Value for money
- Health & safety legislation
- All equipment and furniture must be out of the office by 1 December 2003, unless agreed by the CHC Manager.
- All contracts must have been cancelled by 1 December 2003, unless agreed by the CHC Manager
- In the interests of fairness and accountability. CHC staff will not be able to claim or purchase any items

- 1.3 This guidance is intended to cover all scenarios and must be used by CHCs with immediate effect.

- 1.4 CHC Chief Officers and staff should use the appropriate forms associated with this policy and that all disposals and transfers of CHC assets are approved by the Regional Office before being actioned.

2 Purchase of New Assets

Chief Officers will continue to have discretion to purchase new or replacement assets, bearing in mind date of abolition and the duty to spend public money wisely. The limit for this spend is £200. Above this

amount a written submission justifying higher spending for any assets/services must be made to the CHC Lead.

3. Asset Registers

- 3.1 All CHCs in the Region have already completed a comprehensive, up to date Asset Register detailing all the assets held within the CHC office, excluding consumable items such as toner, paper, stationery etc. The Public Involvement Unit also holds a copy of these.
- 3.2 The following list of assets is not meant to be exhaustive but covers many of the major items that will be held within a CHC Office:
- Computer equipment including laptops, printers, scanners and software
 - Photocopier
 - Telephone system
 - Franking machine
 - Shredder
 - Electric items such as staplers, binding machines, fan heaters, fans
 - Display equipment
 - Overhead projectors and screens
 - Desks, tables and chairs
 - Other furniture for example, book cases, cupboards etc
 - Filing cabinets
 - Kitchen equipment for example kettles, urns, fridge's, microwaves, toasters
 - Drinks machines
 - Vacuum Cleaner
- 3.3 Asset Registers should include all non-consumable items that have a replacement value of £50 or over. It is the responsibility of the Chief Officer to estimate an item's worth.
- 3.4 All London CHCs have completed their Asset Registers however, these need to be kept up-to-date until abolition.

PLEASE NOTE: ICAS equipment should also be included on the Asset Register.

- 3.5 Asset Registers, in most cases, detail the following information on each item:
- Brief description of item
 - Model number/serial number (if applicable)
 - Serial number (if applicable/known)
 - Quality/condition of item

- Its location within the building
- The date it was purchased/acquired
- The cost price where known
- Copy of the purchase requisition and receipt/delivery note (where available)
- Details of any lease, maintenance contract or extended warranty on the equipment

4. Inventory of Leases and Contracts

- 4.1 We know that in the London Region, COs and staff have already done much work on notifying suppliers on the termination dates for contracts and had in some cases organised collection. As the date for abolition is now the 1 December 2003, please ensure that all of these termination notices are amended and the new date given. Please contact the Public Involvement Unit with any queries regarding this.
- 4.2 As well as keeping an up to date office Asset Register, Chief Officers should also have an Inventory of all contracts, agreements and leases held by the CHC (check list attached). In all cases, the following details should be included:
- Supplier Information
 - Service provided
 - Cost
 - Period of notice required to end the agreement
 - Any penalty for breaking the agreement: the Public Involvement Unit will be aware of some of these but please discuss penalties with the Public Involvement Unit in the first instance before any agreement is made.

**STRICTLY NO COMMITMENTS OR AGREEMENTS SHOULD BE MADE FOR
AFTER 1 DECEMBER 2003**

5. All Assets – General Guidance

- 5.1 A **CHC Asset Disposal Form** (Appendix A) will be used for all transfers and disposals of CHC assets. This is necessary to provide a clear audit trail. The form must be completed by the Chief Officer or Acting Chief Officer and forwarded to the CHC lead. A copy should be attached to the CHC's Asset Register.
- 5.2 One form needs to be completed for each asset (or group of assets). For attractive items such as IT equipment or high quality pieces of furniture, one form per item should be used. For less attractive items (older lower value furniture, non-electrical equipment) assets can be grouped for disposal, providing the disposal is to one place.

5.3 Assets Surplus to CHC Requirements

London Region will be using the following policy for the disposal of assets & equipment.

- a) All Items should be offered to local NHS organisations: this is the "preferred purchaser protocol".

The DoH – London Region will be writing to the NHS family in the London Region. They will inform them that items of furniture and electrical equipments will be available.

In the case of the NHS making use of the assets & equipment from CHCs, there will be no cost implications however all the paperwork must be completed as stated above.

The Public Involvement Unit will be liaising closely with the COs on this work in order to cause minimum disruption to CHCs.

- b) Where assets & equipment remain, local voluntary groups and charitable organisations may be interested in these.

A cost will apply to the items passed to the voluntary sector. This must be realistic and if the item has a marketable value. This can be discussed with the Public Involvement Unit.

- c) If the voluntary sector are not interested and assets & equipment remain:

Two local dealers/removals companies should be asked to give written quotes. As above, this should be discussed with the Public Involvement Unit first.

The final destination of all items must be recorded on the CHC Asset Disposal Form.

5.4 Electrical Equipment

Equipment that has been tested within the last 12 months should be disposed in accordance with 5.3.

All recipients should sign the disclaimer in Appendix B.

Equipment that has not been tested within the last 12 months should be scrapped after discussion with the CHC lead.

5.5 I.T. Equipment

IT that is of value to the NHS for alternative use has a value.

IT equipment covers PCs including monitors, keyboards and mice, printers, laptops, servers, telephones and fax machines.

All PCs, laptops and servers must have their hard discs wiped prior to disposal. A number of software products are available to do this.

In the London Region, an IT de-commissioning project will take responsibility for this and will work closely with Chief Officers and other CHC staff to ensure that this is done. Certificates will be issued to confirm that this work has been completed.

The timescale for this work will vary from CHC to CHC depending on what machines are in use. In June a short question sheet was circulated asking CHCs for information on their IT equipment.

This work will not be carried out on any machine that is currently in use by any CHC. When PCs do become dormant, please let the Public Involvement Unit know so that records can be updated and work carried out as appropriate.

IT equipment that no-one wants, must be disposed of through an accredited agent who complies with EU directives on waste disposal. This work will be included in the IT de-commissioning.

If you have any queries regarding the disposal of IT equipment, please speak to the Public Involvement Unit.

IT EQUIPMENT PURCHASED BY ICAS PILOT PROJECTS IS INCLUDED IN THESE GUIDELINES.

6. Payment

In the London Region, cheques for payment of any assets should be made payable to **West Sussex Shared Services Consortium**.

Leases and Contracts: Check List

**PLEASE DO NOT CANCEL ANY UTILITIES UNTIL INSTRUCTED TO
BY THE PUBLIC INVOLVEMENT UNIT.**

**WHERE YOU MAY HAVE ALREADY TERMINATED CONTRACTS AND
ARRANGED COLLECTION, PLEASE ENSURE THAT THIS NOW
TAKES INTO ACCOUNT THE ABOLITION DATE OF THE 1
DECEMBER 2003.**

EQUIPMENT

Photocopier

Franking Machine

Telephone System

Mobile Telephones

**UTILITIES (PLEASE ENSURE THAT YOU ARE AWARE OF WHO
YOUR SUPPLIER IS AND THEIR CONTACT DETAILS)**

Electricity

Gas

Water

Refuse Collection

Building Maintenance

Cleaning

Security

Other Maintenance Contracts

Rates