

Disposal of Surplus and Obsolete Furniture, Equipment, Sale of Scrap and other Waste Materials

Procedure information

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Financial

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N/A

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N/A

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22/08/2022

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22/08/2025

Summary of document:

Procedure to advise the process to follow when there is a need to dispose of surplus equipment.

Scope:

Hywel Dda University Health Board wide.

To be read in conjunction with:

[Standing Orders Hywel Dda University Local Health Board](#)

[Standing Financial Instructions](#)

[Counter Fraud, Bribery and Corruption Policy](#)

[Financial Procedures](#)

Patient information:

Include links to [Patient Information Library](#)

Owning group:

Finance Directorate

22/08/2022

Executive Director job title:

Huw Thomas – Director of Finance

Reviews and updates:

1.0 – New Procedure – 01.10.2009

2.0 – Full Review – 22.07.2019

3.0 – Full Review – 02.07.2020

4.0 – Full Review – 22.08.2022

Keywords

Disposal, Furniture, Equipment, Scrap, Waste, Materials

Glossary of terms

HDUHB – Hywel Dda University Health Board

Fraud, Bribery and Corruption

All staff are required to comply with the Health Board's policies and procedures and apply best practice in order to prevent Fraud, Bribery and Corruption. Staff should be made aware of their own responsibilities in protecting the Health Board from these crimes.

All staff have a duty to notify the Local Counter Fraud Department of any suspected fraud or inappropriate actions and are protected by the [435 - All Wales NHS staff to Raise Concerns Procedure](#). Anyone who suspects fraud or has any concerns reference Fraud Bribery and Corruption can make a referral by contacting the Counter Fraud Department by either of the following methods;

- Telephoning the office on 01267 266268,
- Emailing HDUHB.CounterFraudTeam.HDD@wales.nhs.uk ,
- Making an online referral at <https://reportfraud.cfa.nhs.uk> or
- Making an anonymous referral by telephoning Crimestoppers on 0800 028 40 60.

Staff should refer to the [Counter Fraud, Bribery and Corruption Policy](#) for further information.

Contents

Procedure information.....	1
Approval information	1
Introduction	5
Scope.....	5
Aim.....	5
Objectives	5
Roles and Responsibilities	5
Procedure for Disposal of Surplus and Obsolete Equipment	5
Disposal of Obsolete Equipment of Minimal Value	5
VAT.....	6
Capital Charges	6
Disposal of an Owned Vehicle	6
Monitoring and Review	6

Introduction

This procedure gives guidance on the disposal of surplus equipment and other items.

Scope

This procedure is Hywel Dda University Health Board wide.

Aim

The aim of this document is to:

- Be followed in the event of a department needing to dispose of any surplus equipment or other items

Objectives

The aim of this document will be achieved by the following objectives:

- Ensure financial probity and clarity of accountability in the organisation.

Roles and Responsibilities

	Procedure	Responsible party
1	Identification of surplus items to dispose of	Owning Department
2	Notification to Procurement of items to be disposed of	Owning Department
3	Contact made with Hilditch Group	Procurement
4	Sale of items	Hilditch Group

Procedure for Disposal of Surplus and Obsolete Equipment

When a department has identified that they have surplus equipment to dispose of the Procurement department should be advised at the earliest opportunity via their generic email address

NWSSP.HywelDda.Procurement@wales.nhs.uk

All sales of surplus items (*except those with a minimal value below £20*) are now processed via the All Wales Contract with the Hilditch Group and will be co-ordinated by the Procurement team.

Disposal of Obsolete Equipment of Minimal Value

Where there is a need to dispose of equipment which is unlikely to be of use within the organisation and which is of very minimal intrinsic value, the responsibility for the disposal should lie with the appropriate General / Service manager rather than Procurement.

The General / Service manager will be responsible for ensuring that the equipment is not required internally within the Health Board before arranging disposal. The acceptance of offers for these items of very low value and arrangements for the collection of income will also be the responsibility of these

managers. Items of equipment should only be removed from any location on production of an official receipt relating to these items, issued by one of the Health Board's General Offices.

It is recommended that this procedure for disposal only applies to items of very limited value, with individual items not exceeding £20 in value.

The advice of the Procurement team should be sought if there is any doubt as to the most appropriate method of disposal.

VAT

All sales of scrap, obsolete or surplus goods attract the standard rate of Value Added Tax.

Capital Charges

Pieces of equipment may be counted as assets for capital charging purposes. It is imperative that budget holders disposing of equipment contact the Finance Department to check its status. If it is on the register the Finance Department (Capital) will issue a form enabling the asset to be deleted.

Disposal of an Owned Vehicle

Managers seeking to dispose of a vehicle owned by HDUHB must ensure that the Central Transport Unit are notified of this once it has been suspended from active use. The Central Transport Unit will ensure that all necessary actions are taken to remove the vehicle from the Health Board's insurance register and that any fuel cards registered to the vehicle are cancelled. A notification should be sent to the following email address confirming the details of when the vehicle will be removed from active service: ctu.hdd@wales.nhs.uk

Monitoring and Review

The monitoring and review of this procedure is the responsibility of the Finance Department. Reviews will be undertaken in line with the Health Board's review policy, which is every 3 years, or when changes are identified prior to the required review date.