

For publication

Approval of the updated lost property policy (DL000L)

Meeting:	Deputy Leader
Date:	TBC (No earlier than 11 th Nov 2020)
Cabinet portfolio:	Deputy Leader
Directorate:	Policy and Communications

1.0 Purpose of the report

- 1.1 To approve the updated corporate lost property policy for the Council.

2.0 Recommendations

- 2.1 That the updated lost property policy is approved and implemented with immediate effect.
- 2.2 That a further review of the lost property policy takes place after four years.
- 2.3 That the Service Director – Corporate in consultation with the Deputy Leader is given delegated authority to approve future minor Lost Property policy amendments.

3.0 Reasons for recommendations

- 3.1 To ensure the secure handling, storage and processing of lost and found property at Chesterfield Borough Council's sites. To ensure that lost property is held safely and reunited with the owner wherever possible, or disposed of in an appropriate manner.
- 3.2 To enable the Council to put temporary lost property handling measures in place to support effective infection control where appropriate, in response to the Covid-19 pandemic.

4.0 Report details

Background

- 4.1 The Council's corporate lost property policy was initially approved in January 2013 and has been used across all Council sites since April 2013.
- 4.2 The policy was designed to ensure the secure handling, storage and processing of lost and found property at Chesterfield Borough Council's sites. The policy aims to ensure that lost property is held safely and reunited with the owner wherever possible. If this is not possible, the property is disposed of in an appropriate manner.
- 4.3 The Policy was reviewed in 2017 and updated to reflect information assurance guidance in relation to processing of high risk items such as debit cards.
- 4.4 The Policy is on a four year review cycle as is due for update by April 2021.
- 4.5 The Policy continues to be effectively used across the Council's sites, with no issues reported by service areas, and no suggestions for amendments being made during the review. However, in light of the Covid-19 pandemic, and the associated infection risks, it seems appropriate that the Council should make the public aware that it may need to vary the way that lost property is dealt with at times. This may include alternative storage and collection arrangements depending on social distancing guidance.

5.0 Alternative options

- 5.1 The existing Policy has been implemented effectively without concerns during the last two years. We could continue to use it without amending, however, it would increase transparency to factor in social distancing and infection control arrangements which are not likely to go away in the short/medium term.

6.0 Implications for consideration – Council Plan

- 6.1 There are no Council Plan considerations associated with this policy update.

7.0 Implications for consideration – Financial and value for money

7.1 There are no financial considerations associated with this policy update.

8.0 Implications for consideration – Legal

8.1 The policy reduces the risk of customer challenge around lost property processing, storage and disposal. Arrangements are in place for the storage and disposal of higher risk items for example debit and credit cards to reduce the risk of fraud and customer challenge.

This policy is in accordance with a procedure under Section 41 of the Local Government Miscellaneous Provisions Act 1982 whereby local authorities may, after giving appropriate notice, acquire ownership of or dispose of property which comes into its possession.

9.0 Implications for consideration – Human resources

9.1 There are no human resources considerations associated with this policy update.

10.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Risk of fraud or customer challenge in relation to higher risk lost items such as bank cards.	H	M	Processes put in place on advice of Information Assurance Officer during 2017.	M	L
Risk of infection due to handling of lost property during pandemic, or owner collecting lost property.	H	H	The policy allows for interim arrangements such as quarantining lost property, and booking slots for owner collection.	H	M

11.0 Implications for consideration – community wellbeing

11.1 There are no community wellbeing considerations associated with this policy update.

12.0 Implications for consideration – Economy and skills

12.1 There are no economy and skills considerations associated with this policy update.

13.0 Implications for consideration – Climate Change

13.1 There are no climate change considerations associated with this policy update.

14.0 Implications for consideration – Equality and diversity

13.1 A preliminary EIA has been undertaken for the policy review. No disproportionate impacts are identified in the implementation of this policy, however the risks related to Covid-19 are higher for certain groups.

Decision information

Key decision number	Non-key 184
Wards affected	All wards

Document information

Report author	
Katy Marshall, Policy Officer Policy and Communications.	
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
Appendices to the report	
Appendix A	Lost property policy
Appendix B	Lost property log

