**Guidance for the storage, return or disposal of goods. Under section 41 of the local government (Miscellaneous provisions) acct 1982**

Any property or goods that come into the possession of CSC department of the Local Authority after being found in buildings or premises that managed by them; or

property which has been deposited with CSC department of the local authority which is not collected from them in accordance with the terms under which it was deposited.

*An inventory must be taken of the goods.( See appendix 1)*

* All items that should be logged which are over £5 on resale value.
* It is important to log all items that you regard as sentimental value to the young person. Anything under the value of £5 second hand would be considered of no value and should be disposed off
* When taking an inventory two members of staff should be present and should list on the inventory form (appendix 1). Staff should take photos of everything present, particularly items of value. Photographic evidence will be kept to ensure any insurance claims can be satisfactorily defended. Inventories and photos should be stored on the following pathway C:\Users\CFL0283\Portsmouth City Council\Adolescents and young adults - Documents\Supporting Your Future

*Issuing notice (see appendix 2)*

* The local authority must then issue notice in writing to the owner of the goods (also known as a section 41 notice). Please see attached (appendix 2).
* The Notice must have a clear date by which the young person is required to collect the stored possessions. This date must be at least one month from the day the notice was served.
* Where the local authority decide to store possessions, reasonable care will be taken to ensure that all possessions and /or personal data are stored at an appropriate locked facility, where risk of damage or theft is minimised. The goods must be stored securely (currently we are using Hilsea lodge) this may change over time. Check with your manager regarding storage facilities.
* The Notice will include the total daily charges levied by the Council for the storage of possessions, and the requirement to pay the removal and storage charges in full upon collection. (chargeable amounts will be dependant on each Young Persons circumstances and will be at the discretion of the manager)

*Recovery/collection of goods*

* At any time during the one month notice period the young person can request return of their possessions verbally or in writing. Access to possessions must be given to the young person or their representative within 72 hours from receiving the request (not counting non-working days), following receipt of formal identification.
* If a claim of ownership is made by someone other than the person to whom the goods belong, they must be asked to make a request in writing with a detailed description of all items requested. Under no circumstances will the Council release possessions to a 3rd party without written authorisation from the owner of the goods, or, if the owner is deceased, evidence of a claim to the estate must be provided.
* Upon collection of the goods the inventory form must be signed as evidence of receipt (by the Young person or their representative) and scanned onto their mosaic account.

*Disposing of the goods*

* After the notice expires CSC may dispose of the goods if all reasonable attempts have been made to return the items to the Young Person. Manager authorisation should always be sought before disposing of items. Case notes should be put on mosaic recording the rational and proportionality for disposing of items.
* Items that staff consider to be of sentimental value can be stored separately and for a longer period of time.
* All medications and Identification should be bagged up and put in the office safe.