



Building Services DLO

Procedure for Disposing of Surplus Material, Scrap Metal, and Items of Value

1. Purpose

All surplus, waste, scrap materials or items of value arising from building repairs and maintenance activities carried out by Building Services DLO shall be disposed of in a manner that complies with Moray Councils Code of Conduct for Employees, Financial Management Regulations and Policies that include Procurement and Policies to Combat Fraud, Theft, Bribery and Corruption and Anti Money Laundering, as per the links below.

http://intranet.moray.gov.uk/secure/docs/pandplib/HR_Human%20Resources/Conduct.docx

<http://intranet.moray.gov.uk/secure/docs/file131520.docx>

<http://www.moray.gov.uk/downloads/file109615.pdf>

<http://www.moray.gov.uk/downloads/file101987.pdf>

<http://intranet.moray.gov.uk/secure/docs/file151333.docx>

This is to ensure that the all Council staff are aware that the Council **must** receive any credits or payments that arise from the disposal of any surplus, scrap material or items of value, and to make staff aware of the procedure for handling such waste, as well as to highlight the seriousness and implications that any theft or fraudulent activity taking place when handling waste materials may cause.

2. Procedure

The following procedure covers the handling of all surplus materials, waste, scrap metal, items of value arising from all Building Services DLO activities.

(a) General Waste

- Dedicated skips are provided at various locations (Depots) throughout Moray for the general disposal of all waste material, as well as dedicated storage areas located at Depots for specialist waste such as batteries, gas cylinders, tyres, fluorescent tubes etc.

- Multiple skips are provided in a number of these locations to segregate general waste, timber, rubble, metal, and cardboard in a bid to reduce landfill costs and minimise the Environmental impact from waste material.
- Arrangements are also in place with local skip providers to receive direct waste at Elgin (J G Williamson) and Nether Dallachy (Gray's Recycling), where staff can dispose of waste directly from vehicles, to reduce unnecessary travel to Depots and double handling of waste if working close to these locations.
- Likewise, arrangements are in place with local suppliers to dispose of specialist waste.

(b) Scrap Metal

- A dedicated 'scrap' material storage container is also located at Mosstodloch for the disposal of valuable waste such as copper tanks and cylinders. This is a controlled area which is locked and managed by Stores staff and staff must make stores staff aware of any valuable waste to ensure it is stored in this area.
- Stores staff monitor the container and when necessary, will empty it and deliver all waste to Gray's Recycling in Nether Dallachy for disposal. This is receipted and then logged in Waste Folder located in the Stores office at Mosstodloch.
- All credits for scrap material are to be processed on PL data forms and then sent to Payments, with a record of all credits saved on SharePoint for audit purposes.

(c) Surplus Building Materials

- All surplus building materials (e.g. from contracts or voids) should be recorded and either returned to Stores or transferred to another contract and recorded appropriately.
- Audit checks are conducted regularly on impressed stocks in vehicles to ensure that 'stocked vehicles' are accurate, and all materials are recorded and replenished in accordance with agreed Stores procedures.
- Supervisors also carry out regular material audits of contacts and voids, to check on actual materials used and cross check this against delivery notes and invoices.

(d) Items of Value (arising from house clearances or any other activity)

- All surplus items (e.g. white/electrical goods, fittings, furniture and furnishings, personal effects) of potential resale value should be disposed of in accordance with the DLO Void Property Clearance Procedure as per the link below.

<http://splpb/BSSite/BSVoidSite/VoidRepLib/Void%20Property%20Clearance%20Procedure%20290424V1.docx>

- All items of value **must** be taken back to Mosstodloch and stored as per the procedure. Disposal will also be carried out in accordance with the procedure which involves disposal via local auctioneers/charitable organisations/Housing Needs or public resale.
- Any payments received from surplus goods are to be recorded and processed on PL data forms and then sent to Payments, with a record of all receipts and sums received saved on SharePoint for audit purposes.
- Audit checks will also be conducted regularly to ensure that this process is followed, and an accurate record of all goods disposed of recorded in accordance with the agreed Void Clearance procedures.

3. Summary/Key Message

Please note that any deviation from this procedure will be subject to further investigation, and **ANY** surplus material, scrap metal or items of value taken by staff for personal gain will be deemed as fraudulent activity and investigated promptly and thoroughly, involving the Police where necessary, and with appropriate disciplinary actions being taken against those responsible.

Should any staff have any queries in relation to this procedure, please refer this in the first instance to your Line Manager.

Michael G Rollo

Mike Rollo
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c.c Internal Audit