



The Linden Centre

Disposal of Assets Policy

Signed by:		
	Headteacher	Date:
	Chair of Management Committee	Date

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School Disposal of Assets Policy

INTRODUCTION

The purpose of this policy is to provide protocols for the disposal of school assets. This policy will help to ensure that equipment is properly accounted for prior to disposal and that the disposal is by appropriate method, minimising any risk to the school.

'Assets' applies to the terms 'asset(s)', 'item(s)', 'equipment', throughout this policy and refers to any item listed on the school inventory.

Non-disposal of obsolete equipment not only takes up space, but potentially incurs on-going maintenance costs. The school should therefore dispose of such equipment in line with the processes set out in this policy.

Consideration has been given to identifying the risk and the areas most susceptible to fraud. This policy is designed to minimise fraud and misappropriation.

SCHOOL INVENTORY

The school must maintain an inventory of permanent stock. The inventory will assist in the identification of assets which require disposal.

Within the inventory, equipment should be documented with details to clearly identify the item in question and its location. If items are scheduled for disposal, the disposal method and authorisation is to be documented (see *disposal procedures*).

Particular attention should be paid to documenting attractive/ portable/ expensive items such as cameras, videos/ DVD/ CD players, computer equipment, HiFi/musical equipment, televisions, electric kitchen equipment etc. These should also carry a security mark and be identifiable through make & model number and serial number. These references should also be recorded within the inventory.

It is very important that the school maintains up-to-date and appropriately detailed inventory records.

REASONS FOR DISPOSAL

Items can be available for disposal because they are:

- not capable of running required operational software systems or being upgraded to do so
- no longer required, due to changed procedures, functions or usage patterns
- no longer complying with occupational health and safety standards
- beyond repair but able to be sold for scrap

RESPONSIBILITIES OF THE HEADTEACHER/ DESIGNATED OFFICER (SCHOOL BUSINESS MANAGER)

The Headteacher/ Designated Officer (School Business Manager) must be aware that:

- they are accountable for all decisions they take in the disposal process
- accounting and control procedures should be observed and all decisions documented and reported to the Management Committee.

OPTIONS FOR THE DISPOSAL OF ASSETS

Assets identified for disposal may be dispensed using the procedures outlined below.

Acceptable methods of disposal are:

- transfer of the assets to a new school site
- sale of assets
- donation of assets to a community service organisation or school
- destroy assets
- recycle assets

Choice of the most appropriate disposal option will normally be influenced by the age and functionality of the equipment for disposal and by market value.

TRANSFER OF ASSETS TO NEW SCHOOL SITE

Prior to the transfer of existing assets to a new school site, a check should be made to ensure that all such items are included in the school inventory. If this is found not to be the case, the inventory should be updated.

If many assets are to transfer to the new site, an appropriately detailed list of such items could be compiled for ease of use. However, the disposal column of the inventory should also be appropriately updated to show that the items in question have been transferred.

The school should create a new inventory for its new site into which the transferred items will be appropriately recorded. It is also important that the school continues to add any newly purchased items to the new inventory.

The old inventory and the new inventory should be held together for reference purposes.

SALE OF ASSETS

The sale of assets involves assigning a minimum price to the item(s) and publicising the items(s) availability for sale and setting a closing date for receipt of bids. This may range from an advertisement on the Council's Intranet Site, a newsletter advertisement or a general round-robin email notice. Where appropriate, consideration should also be given to selling assets back to the original supplier. Assets should be advertised as "sold as seen" with no guarantee of lifespan given.

It is essential to adopt documented procedures, which are clear and transparent and minimise the risk of allegations of unfairness in any process of distribution. The school will follow the Council's Code of Conduct for School-Based Employees, which lays down guidelines on how schools and individual members of staff should avoid any impropriety or any suspicion of improper conduct.

The school is to be clear and transparent in determining the appropriate minimum prices of items. The minimum price of items should at least cover the costs connected to the disposal, for example those related to clearing data from a PC or Laptop etc. For all sales the school will adhere to the Council's Financial Procedure (Contract Rules 2010).

Rules which state that official receipts should be issued (and copies retained) for any payments received in this regard. In addition, appropriate documentary evidence needs to be retained to allow all such income to be accounted for to the point of banking (cash receipting reports, paying -in slips). All such income is due to the main delegated budget and should not be paid into the school voluntary fund.

All items should be in a good and safe condition. If school is unsure if goods are safe then they will not be sold or offered for sale until they have been checked by an expert. Electrical goods should only be sold if the Portable Appliance Test is in date.

Prospective buyers should be given adequate opportunity to inspect the goods prior to collection and on collection, the inventory should be updated. The item may, on receipt of an offer, be sold to the first person to make such an offer.

If when originally purchased the asset was subject to VAT then VAT at the appropriate rate in force, must be charged on the agreed sale price, and the school should indicate this as vatable income when paid into the main school budget.

DONATIONS TO EXTERNAL ORGANISATIONS INCLUDING SCHOOLS

The school may authorise the donation of equipment to another organisation or school, updating the inventory to reflect this. In the main and with reference to the Code of Conduct, such donations should be to organisations or schools and not individuals.

DESTROY OR RECYCLE ASSETS

Items with no market value and no use to any other organisation or person may be destroyed in an appropriate and safe manner. Items must be destroyed or recycled in accordance with legislation (for example there are certain legislative requirements for the disposal of batteries, recycling of electrical and white goods etc). Advice on how to destroy or recycle assets in accordance with legislation can be obtained from the Council's Environmental Services Department. Environmental Services provide services for recycling and refuse collection.

The disposal must be authorised by the Headteacher/ Designated Officer (School Business Manager)/Management Committee and the school inventory must be updated.

DISPOSAL OF PC'S AND LAPTOPS

It is essential to ensure that any computer and laptop hard drive/ memory/ data store is professionally cleared of such data prior to disposal. This is to ensure that the school adheres to data protection legislation and minimises the risk that sensitive information is exposed to unauthorised individuals.

The Council ICT Service can arrange for computers and laptops to be destroyed and recycled.

DONATING OR SELLING ITEMS TO STAFF

When offering items to staff, the school will follow the Council's Code of Conduct for School-Based Employees, which lays down guidelines on how schools and individual members of staff should avoid any impropriety or any suspicion of improper conduct. In this regard, if schools receive any such offers, they need to consider carefully what subsequent action may be appropriate. For example, items should be appropriately advertised within school to allow all staff the opportunity to see what

may be available. In addition, consideration could be given to allocating items like computer equipment via a lottery if there are more interested parties than items available.

As well as updating this inventory to reflect the donation/sale, it is essential to retain appropriate documentation of the disposal process which are clear and transparent and minimise the risk of allegations of unfairness in any process of distribution. Such documentation should be retained in case of query/challenge later. Staff should also understand that computer/ laptop hard drives will be cleared of all data prior to any handover.

UPDATING SCHOOL INVENTORY RECORDS

Asset disposal decisions, and the reasons for taking them, should be documented. Not only does this assist in audit and other examinations, but it also highlights successes and problems for future reference.

The following information should be recorded against all items in the school inventory:

- reason/ rationale for disposal
- the date the equipment is sold, transferred, donated, destroyed or recycled

For equipment which is to be sold, transferred or donated the following information should also be recorded:

- where the equipment went and who handed it over (with signature) and who received it (with signature)

For equipment to be recycled/ destroyed, the following information should also be recorded:

- who disposed of it (with signature) and counter-signature of a second member of staff as witness
- if a large number of items are intended for a single destination, for convenience these could be grouped together for sign-off

HEALTH AND SAFETY NOTICE

For all equipment ensure the recipient signs the following health and safety notice:-

The school will not be liable for any Health and Safety issues surrounding the use of the equipment. It is the recipient's responsibility to ensure that the equipment is suitable and safe for its intended use, installed correctly, and that it can be used without risk to health or safety. It is the recipient's responsibility to obtain any instruction for and advice on the installation and use of the equipment and to carry out or to have competent persons carry out all necessary checks appropriate to the equipment. The school will not be liable for any loss, damage, or injury arising out of the installation or use of the equipment, however caused.

CHECKLIST FOR DISPOSAL OF ASSETS:

1. Identify assets for disposal
2. Select the best disposal option
3. Seek authorisation from Headteacher/ Designated Officer/ Management Committee for disposal
4. Remove asset strips from all items
5. Remove the items from any outstanding maintenance arrangements and cancel contract if appropriate
6. Oversee the disposal including the collection of any income and issuing of receipts
7. Retain appropriate records to show that procedures have been followed
8. Update the school inventory records and asset logs.

Additional requirements for items identified for sale or donation:

9. Ensure items are in a good and safe condition
10. Ensure Portable Appliance Tests are in date for all electrical appliances
11. Issue the health and safety notice to recipients (in writing) and request a signature from the recipient.

12. Issue original documentation to recipients such as manufacturer's instructions and safety notices and where applicable service history.

RETENTION OF RECORDS

Inventory/ disposal/ sale records are to be retained.