

Item 09
For Approval and Endorsement

Glasgow Kelvin College

Finance and Resources Committee Meeting of 30 September 2025

Fixed Asset Disposal/Write-Off

**Report by Director of Estates and Corporate Services and
Director of Digital and Information Services**

1. Introduction

The purpose of this report is to seek approval for the physical and accounting disposal of obsolete assets. Members will be aware that the College has an extensive Capital Investment Plan which includes the renewal and replacement of equipment which, in turn, requires the disposal of the items replaced.

2. Estates Assets Disposal Request

Estates were recently advised that vehicle registration number SF07 FXB (a former College minibus converted for use as a transport van), had failed its MOT. The garage had concluded that work to complete the necessary repairs on the vehicle would amount to far more than the vehicle's worth. The garage recommended that the vehicle be scrapped.

Following the MOT, a SORN has been submitted by the College to the DVLA, confirming that the vehicle is now off-road. The van is currently parked at the East End Campus carpark.

Approval is sought from the Finance and Resources Committee to write-off vehicle registration number SF07 FXB as detailed in **Appendix 1**. It is the intention to sell this vehicle at auction if approval is received by the Finance and Resources Committee.

3. ICT Assets Write-Off Request

The assets listed in **Appendix 1** are designated for disposal. At the last Finance and Resources Committee meeting, members were advised that Microsoft will be ending mainstream support for the Windows 10 operating system from 14 October 2025. After this date, support for Windows 10 can be purchased for up to three years, but for an additional annual cost. Capital investment was made over the summer period to facilitate a computer desktop replacement, which has resulted in a total of 250 computers marked for disposal. These devices are considered non-serviceable and not compatible with Windows 11.

Additionally, there are 91 Apple Mac computer assets for disposal, due to an ongoing computer replacement schedule. Apple Mac devices tend to have a shorter life-span,

which is dictated by the manufacturer to ensure compliance with their proprietary operating system.

Lastly, the College replaced its Wi-Fi system over the summer, which was originally planned for summer 2026. It was possible to bring this forward by one year, due to savings made to the 2024/25 ICT budget. There are 203 Wi-Fi access point assets that require disposal, due to the system replacement.

All items are recycled in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013 through a company called Re-Tek, who try refurbishing equipment for communities in the first instance before deciding to recycle. All data is destroyed in accordance with cyber-security standards. The College receives a certificate to confirm that equipment is disposed of appropriately and that data has been destroyed. More information on Re-Tek can be found at the link below:

[WEEE Recycling | Re-Tek | Glasgow | London | UK.](#)

4. Resource Implications

There are no resource implications arising as a consequence of these requested disposals.

5. Impact on Students

There are no expected negative impacts on students. The replacement of the ICT assets for new devices, has a positive impact on the student learning experience.

6. Risk and Assurance

There is no adverse risk evident.

7. Equality

No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report.

8. Data Protection

There are no data protection implications arising as a consequence of disposing of these items of equipment. For any ICT devices that are identified to have contained sensitive information, the College received a certificate of data destruction from the asset disposal supplier.

9. Environmental and Sustainability

It is the College's intention not to send these items to landfill but to try and ensure they are uplifted by companies who can recycle the items in whole or part.

10. Recommendations

It is recommended that members:

- i) note the content of this report;
- ii) approve the write-off of vehicle registration number SF07 FXB as detailed in **Appendix 1**; and
- ii) approve the write-off of ICT items of equipment as listed in **Appendix 1**.

11. Further Information

Further information can be obtained from Lisa Clark, Director of Estates and Corporate Services - lisaclark@glasgowkelvin.ac.uk or Jason Quinn, Director of Digital and Information Services at jquinn@glasgowkelvin.ac.uk

Jason Quinn/Lisa Clark
September 2025

Appendix 1

Estates and ICT Asset Disposal Request

Summary of Estates/ICT assets to be written-off.

Asset Type	Asset Description	Reason for Disposal	Qty	Age in Years
Motor Vehicle - Renault Master (SF07FXB)	Minibus converted to van	MOT Failure – uneconomical to repair	1	19
Computer	Elite 8300	Out of Support/ End of life; Not compatible with Windows 11	25	10
Computer	HP Elitedesk 800 G1	Out of Support/ End of life; Not compatible with Windows 11	17	11
Computer	Elitedesk 800 G2	Out of Support/ End of life; Not compatible with Windows 11	84	10
Computer	HP Elitedesk 800 G3	Out of Support/ End of life; Not compatible with Windows 11	34	8
Computer	Elitedesk G3 Mini	Out of Support/ End of life; Not compatible with Windows 11	40	8
Computer	HP Z240	Out of Support/ End of life; Not compatible with Windows 11	4	10
Computer	HP EliteDesk 800 G3 SFF	Out of Support/ End of life; Not compatible with Windows 11	10	8
Computer	HP EliteDesk 800 G2 SFF	Out of Support/ End of life; Not compatible with Windows 11	23	10
Computer	HP EliteDesk 800 G1 SFF	Out of Support/ End of life; Not compatible with Windows 11	13	11
Computer	Apple MAC	Out of Support/ End of life	91	8
Network	Cisco 1821 Wi-Fi Access Point	Nearing End of Support / end of life	5	8
Network	Cisco 2802 Wi-Fi Access Point	Nearing End of Support / end of life	198	8