

Glasgow Kelvin College

Finance and Resources Committee – 04 June 2024

Fixed Asset Disposal/Write-Off

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

1. Introduction

The purpose of this report is to seek approval for the physical and accounting disposal of obsolete or missing 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. ICT Assets Write-Off Request

The assets listed in **Appendix 1** are marked for write-off due to non-return of items by students. In total, there are 43 devices valued at £14,700 that have failed to be returned to the College. The devices were loaned to students to support their study at College, dating back to 2022. Each student has been contacted on multiple occasions by the College requesting the assets return and in all cases an invoice was issued. In several cases, the debt has been referred to a debt collections agency to recover the outstanding funds, but without success. The College now wishes to write off these assets and associated debt.

Currently students are able to book devices from our library services for a period of up to 12 weeks. This reflects the duration of a typical trimester teaching block. The service was put in place during the covid pandemic, as students were unable to access digital resources from their communities. At the time of writing this report, there are 115 student loan devices that are overdue their return date by more than 10 days, of these 82 are with students who are likely to return for the next academic session. These students have been informed that access to resources next year will be restricted until the matter is resolved. Non returned devices will be invoiced and students pursued in line with the College processes, but it is likely that further write-offs will be required next year.

Devices can also be borrowed by students using our Lapsafe system, which holds a capacity of 144 laptops across our three campuses; 60 at Springburn, 48 at Easterhouse and 36 at East End. Loans must be returned on the same day of issue when using Lapsafe. These devices have been borrowed on more than 10,000 occasions over this academic year, without the loss of any device. In comparison, the Library Service has over 1,500 registered assets for potential loan to students. Lapsafe clearly reduces the risk of device loss, but does require additional floor space and financial investment of £8,800 per

unit which securely holds 12 laptops. Scaling up Lapsafe to include the volume of devices held by the Library Service, would not be feasible.

To mitigate further loss of devices next academic session, digital equipment loans will be reduced from twelve weeks to a maximum of six weeks at a time. This will be monitored for signs of improvement, but if the situation deteriorates further, then the option to remove the loan service will be considered. Students continuing their study with the college will be prevented from further devices loans until existing devices are returned.

3. Estates Assets Disposal Request

Finance and Resource Committee members will recall that permission was granted for the College to hold an auction for the many sundry items not being used within our West End Campus.

At the time of writing this report, three auctions have been held and funds totalling £350 have been generated for the College. The items that are left over seem to be unwanted.

We are advised by Graham & Sibbald that the buyer for our West End Campus does not wish any items of furniture to be left and he requires the building to be emptied. As such, it would be the intention now to have these items of furniture uplifted by community groups who can use these items or businesses who can sell these items on. We will aim not to send these to landfill.

Permission is sought from the Finance and Resources Committee to clear the West End Campus as quickly as possible as the buyer has suggested an early entry date would suit him.

Members should note that many of these furniture items are not actually on our Fixed Asset Register due to their low value or age. The list can be viewed at **Appendix 2** attached.

4. Resource Implications

There may be some resource implications arising as a consequence of these requested disposals, but the College will endeavour to keep these to a minimum.

5. Impact on Students

There are no expected negative impacts on students.

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.

9. Environmental and Sustainability

It is the College's intention not to send these items to landfill but to try and ensure they are re-used via our community partners or uplifted by companies who can sell these items on.

10. Recommendations

It is recommended that members:

- i) note the content of this report;
- ii) approve the write-off of these pieces of equipment as listed in **Appendix 1**; and
- iii) approve the College disposing of unwanted furniture items in a sustainable way as far as it possibly can as per **Appendix 2**. Advice from APUC is being taken in this regard.

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

Lisa Clark, Director of Estates and Corporate Services
Jason Quinn, Director of Digital and Information Services
May 2024

Appendix 1

ICT Asset Disposal Request

Summary of ICT assets to be written-off.

Device Type	Number of Devices	Value
Chromebook	34	£10,200
Laptop	9	£4,500
Grand Total	43	£14,700

Detail of assets.

Debtor Account	Account Balance £	Invoice Date	Description
Referred to Debt Collection Agency			
GK029731	300.00	21/10/2022	Chromebook
GK090801	300.00	21/10/2022	Chromebook
GK152961	300.00	08/02/2022	Chromebook
GK1015061	300.00	21/10/2022	Chromebook
GK1437911	300.00	21/10/2022	Chromebook
GK1145851	300.00	21/10/2022	Chromebook
GK2053641	300.00	08/02/2022	Chromebook
GK1383881	300.00	21/10/2022	Chromebook
GK1227351	300.00	21/10/2022	Chromebook
GK1807791	300.00	21/10/2022	Chromebook
GK1995611	300.00	21/10/2022	Chromebook
GK2056351	300.00	21/10/2022	Chromebook
GK1850321	500.00	31/05/2022	Laptop
GK1532021	500.00	08/02/2022	Laptop
GK1986891	500.00	21/10/2022	Laptop
GK045301	500.00	21/10/2022	Laptop
GK1199271	500.00	21/10/2022	Laptop
Total	6,100		
Not referred to Debt Collection Agency			
GK1079871	300.00	02/03/2023	Chromebook
GK1149581	300.00	26/04/2023	Chromebook
GK1293871	300.00	26/04/2023	Chromebook
GK1359641	300.00	26/04/2023	Chromebook
GK1614861	500.00	02/03/2023	Laptop
GK1625101	300.00	02/03/2023	Chromebook
GK1908121	500.00	26/04/2023	Laptop
GK2002091	300.00	21/10/2022	Chromebook
GK2008601	300.00	02/03/2023	Chromebook
GK2010591	500.00	26/04/2023	Laptop
GK2039751	300.00	02/03/2023	Chromebook
GK2048961	300.00	02/03/2023	Chromebook
GK2050471	500.00	26/04/2023	Laptop
GK2063071	300.00	26/04/2023	Chromebook
GK2075721	300.00	02/03/2023	Chromebook
GK2122061	300.00	02/03/2023	Chromebook
GK2134211	300.00	02/03/2023	Chromebook

GK2149091	300.00	02/03/2023	Chromebook
GK2153951	300.00	26/04/2023	Chromebook
GK2177901	300.00	02/03/2023	Chromebook
GK2194191	300.00	26/04/2023	Chromebook
GK2243181	300.00	02/03/2023	Chromebook
GK242121	300.00	02/03/2023	Chromebook
GK288361	300.00	02/03/2023	Chromebook
GK759011	300.00	26/04/2023	Chromebook
GK862151	300.00	26/04/2023	Chromebook
Total	8,600.00		
Grand Total	£14,7000		

Appendix 2

Estates Furniture Disposal Request

Item	Size	Colour	Amount Remaining
Items in Very Good, Good or OK Condition			
2 door cabinet		Oak	2
2 door cupboards	80 cm by 50 cm by 70 cm high	Oak	3
2 drawer Computer Desk with cable holes	120cm by 80 cm	Beech	2
2 drawer desk	120 cm by 80 cm	Beech	1
3 drawer desk	160cm by 80 cm	Oak	1
3 drawer units	80 cm by 42 cm by 70 cm high	Oak	5
5 Drawer Desk	160cm by 80 cm	Oak	1
Blue metal lockers		Blue	15
Box 1st aid training supplies			1
Classroom chair		Black	1
Classroom chairs		Blue	3
Classroom chairs		Green	14
Coat stand			1
Coffee table	60 cm by 60 cm	Oak	1
Coffee tables	long	Beech	3
Computer Desk	100 cm by 70 cm	Oak	32
Computer Desk	100 cm by 80 cm	Beech	24
Computer desk	100cm by 70 cm	Oak	23
Computer Desk	122 cm by 75 cm	Oak	9
Computer Desk	80 cm by 80 cm	Beech	25
Computer Desk	80 cm by 80 cm	Oak	121
Computer Desk	120cm by 80 cm	Beech	2
Corner desk	160 cm by 100 cm	Oak	4
Corner desk	190cm by 100cm	Oak	1
Corner Desk	Unknown	Oak	6
Cupboard, 2 door cupboard with glass fronted display shelves (2)	160 cm tall 95 cm long	Oak	1
Desk	110 cm by 60 cm	Oak	1
Desk	120 cm by 60 cm	Oak	4
Desk	120 cm by 60 cm	Beech	8
Desk	120 cm by 60 cm	Mahogany	2
Desk	70 cm by 50 cm	Oak	4
Desk	70 cm by 50 cm	Beech	6
Desk	86 cm by 51 cm	Grey	2
Desk	87 cm by 50 cm	Dark grey	1
Faux leather chairs (no arms)		Tan	2
Faux leather couches		Black	6
Fridge			3

Item	Size	Colour	Amount Remaining
Items in Very Good, Good or OK Condition			
Height and weight scale			1
Large display units/dividers		White	3
Metal A4 paper filing cabinet x 30 drawers		Brown/Cream	1
Metal Cupboard		Grey	1
Metal Filing cabinet			3
Metal lockers - units of 6		Green	1
Metal lockers - units of 6		Yellow	1
Metal trolley			1
Modular chairs		Blue	4
Modular seats		Green	9
Operator Chair		Black	31
Operator Chair		Blue	55
Operator Chair		Green	28
Operator Chair		Red	7
Operator Chair		Grey	1
Plastic Chairs (canteen style)		Blue	4
Pull down door cupboard		Beech	4
Round meeting table	100 cm across	Beech	1
Round meeting table	120 cm across	Beech	1
Round meeting table	137 across	Oak	1
Small computer desk with pull out shelf	100 cm by 50 cm	Beech	1
Small round coffee table	90 cm across	Beech	1
Tall Metal Cupboard		Grey	1
Tall plastic stools (science lab type)		Grey	5
Under desk drawers	Various	Light Brown	7
Whiteboard on wheels			2
Whiteboard on wheels			1
Items in Poorer Condition			
3 drawer desk	122 cm by 80 cm	Oak	1
Computer desk	70 cm by 50 cm	Grey	1
Computer Desk	80 cm by 80 cm	Dark Teak	1
Curved couches		Blue/Grey	2
Desk	76 cm by 50 cm	Grey	1
Desk		Grey	1
Desk	70 cm by 50 cm	Grey	1
Meeting chairs		Blue	9
Metal Cupboard			2
Operator Chair		Blue	1

Item	Size	Colour	Amount Remaining
Items in Very Good, Good or OK Condition			
Operator Chair		Beige	1