

Glasgow Kelvin College

Finance and Resources Committee – 26 November 2024

Fixed Asset Disposal/Write-Off

Report by 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. ICT Assets Write-Off Request

The assets as listed in **Appendix 1** are marked for disposal and were all purchased seven or more years ago.

The request for the disposal is for various ICT assets across different campuses, including PCs, laptop trolleys and an iMac. The primary reason for disposal is due to many of these devices are no being longer supported by the manufacturer, making them obsolete and a risk to our cyber-security compliance. Some of the PCs have been replaced with re-usable assets from the West End campus, since it has been closed. Most of the devices were purchased as far back as 2015, with one batch of computers purchased in 2017. Additionally, certain assets are either broken beyond economical repair or have been replaced by newer models that offer enhanced functionality.

All items are recycled in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013 through a company called Re-Tek, who try refurbish 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.

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 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 these pieces of equipment as listed in **Appendix 1**.

11. Further Information

Further information can be obtained from Jason Quinn, Director of Digital and Information Services at jquinn@glasgowkelvin.ac.uk

JQ
November 2024

Appendix 1
ICT Asset Disposal Request

Summary of ICT assets to be written-off.

Type	Description	Campus	Qty	Purchased	Reason for Disposal
Computer	HP 8300 classroom PCs	Springburn	75	Jun 2015	Devices no longer supported by manufacturer
Computer	HP Z220 classroom PCs	Springburn	5	Jun 2015	Devices no longer supported by manufacturer
Computer	Apple iMac classroom iMac	Springburn	1	Jun 2015	Devices no longer supported by manufacturer
Computer	HP 8200 classroom PCs	East End	56	Feb 2017	Devices no longer supported by manufacturer
Computer	HP 8300 classroom PCs	Easterhouse	37	Aug 2015	Devices no longer supported by manufacturer
Laptop Trolley	Portal trolley holding up to 24 laptops for classroom use	Easterhouse	2	Jun 2015	1 x broken trolley, beyond economical repair 1 x replaced by newer model, that enables delivery of software updates to laptops out-of-hours

Table 1 - summary of assets for disposal.