

Glasgow Kelvin College

Finance and Resources Committee Meeting of 1 October 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 all are fully depreciated in value as they are older than five years. In August and September, I wrote to the Chair of the Committee to request pre-approval for disposal of the assets, due to storage constraints and tight deadlines. Disposal of the assets was requested for the following two reasons:

2.1 Springburn Capital Spend

During the summer recess period, the College was able to provide funding to ICT to bring forward planned spend for the refresh of classroom audio visual hardware. In total, 69 classrooms were upgraded with modern interactive touch panel screens, which replaced much older ceiling mounted projectors. The older projectors are suitable for installation in other college areas as they are at the end of their serviceable lifetime. Storage of the old items was not possible due to the volume of assets and the imminent start of the academic year.

2.2 West End Campus Closure

Other assets included in this request are the last remaining ICT fixed-assets at our West End Campus, which needed to be cleared and vacated by the end of September. Where possible, serviceable assets have been re-used at other campuses or disposed of in previous requests to the Committee. This request is for the last remaining ICT items at West Campus.

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.](#)

3. Resource Implications

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

4. Impact on Students

There are no expected negative impacts on students.

5. Risk and Assurance

There is no adverse risk evident.

6. Equality

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

7. Data Protection

There are no data protection implications arising as a consequence of disposing of these items of equipment.

8. 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.

9. 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**.

10. Further Information

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

JQ
September 2024

Appendix 1

ICT Asset Disposal Request

Summary of ICT assets to be written-off.

Asset Description	Campus	Qty	Depreciated
LCD ceiling mounted projectors	Springburn	69	Yes
HP All-in-One desktop computers	West End	17	Yes
HP 8200 desktop computers	West End	8	Yes
Computer monitors	West End	14	Yes
LCD ceiling mounted projectors	West End	3	Yes
Network servers and switches	West End	5	Yes