

Item 08
For Approval/Endorsement

GLASGOW KELVIN COLLEGE

FINANCE AND RESOURCES COMMITTEE – 26 SEPTEMBER 2023

FIXED ASSET DISPOSAL/WRITE-OFF

**REPORT BY DIRECTOR OF DIGITAL 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 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 Disposal Request

The assets as listed in **Appendix 1** are marked for disposal as a result of the College no longer using the West End Campus. This is also due to a recent refresh of new ICT equipment for our outreach learning centres, as well as some older network equipment that we were unable to dispose of during the pandemic period. 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.](#)

All items marked for disposal, no longer have any financial value. Nearly all items are more than 10 years old, whilst the phones were purchased 5 years ago. Many items do not have a College asset tag, due to the age of the equipment pre-dating Glasgow Kelvin College or the value of the individual items being below the asset tag threshold. However, due to the volume of equipment, the items for disposal are being brought to the attention of the Board.

3. Estates Assets Disposal Request

Due to the relocation of curriculum to other campus locations and our West End Campus not being used, permission is sought from the Finance and Resources Committee to hold an auction for the many sundry items that are no longer required, but which may still be

useful to staff or students. Many of these items are not actually on our Fixed Asset Register due to their low value or age.

It would be the intention to hold an online auction of these items which would be open to staff and students to bid for. This would ensure that funds for the College are generated and savings are made in terms of the avoidance of disposal/skip costs. The auction catalogue would be available for view well ahead of the auction date to enable individuals the opportunity to view the items for sale; a closing date for bids would thereafter be set.

An auction catalogue has been drafted which would be as follows:

West Campus – Auction

Members may recall that a similar approach was taken when the Sketchley Storage Area was vacated and items from there and City Campus were auctioned at that time.

If the Finance and Resources Committee agree to this auction, then a report on the items sold and funds raised would be provided at a future meeting.

It should be noted that the West End Campus will not be emptied of all furniture at this stage as, at the time of writing this report, we do not know who will take this over or what furniture items they may require. It will be kept in an orderly manner so that potential possible owners/occupiers will see its full potential.

If it is required to be emptied in future, i.e. *vacant upon possession* for a new owner/occupier then we will deal with this at a future point in time.

4. Resource Implications

There are no resource implications arising as a consequence of these requested disposals. Resources for the College would be generated as a result of the suggested auction.

5. Impact on Students

There are no expected negative impacts on students. Students may benefit positively from the auction by having the opportunity to purchase items of use.

6. Risk and Assurance

There is no adverse risk evident. Items will be sold as seen. Broken items will be disposed of. No electrical items will be sold.

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

As aforementioned, ICT equipment will be recycled in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013.

As highlighted in the Environmental and Sustainability Update later on this Agenda, this auction of unwanted items helps the circular economy.

10. Recommendations

It is recommended that members:

- i) note the content of this report;
- ii) approve the disposal/write-off of these pieces of equipment as listed in **Appendix 1**; and
- iii) approve the College holding an auction for unwanted items and updating the Finance and Resources Committee in due course.

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 Services at jquinn@glasgowkelvin.ac.uk

Lisa Clark, Director of Estates and Corporate Services
Jason Quinn, Director of Digital Services
September 2023

Appendix 1

ICT Asset Disposal Request

Asset Tag	Type	Description	Qty	Year Purchased
5156	Server	Dell Poweredge R710	1	2013
JWC00911	Server	Dell Poweredge R710	1	2012
5148	Server	Dell Poweredge 1850	1	2004
N/A	Server	Cisco MCS 7800	1	2007
N/A	Server	Dell Powervault NF500	1	2007
6380	Server	DELL Poweredge R720XD	1	2013
N/A	Server	EMC Iomega StorCenter px4	1	2012
N/A	Server	Unbranded White Box	1	1990s
6376	Server	Dell Equallogic PS4100	1	2013
4672	Server	Dell Equallogic PS4000	1	2010
6375	Server	Dell Equallogic PS4100	1	2013
6378	Server	Dell Poweredge R620	1	2013
6377	Server	Dell Poweredge R620	1	2013
6379	Server	Dell Poweredge R620	1	2013
793	Server	NEC Express 5800	1	2009
794	Server	RM DiskBox	1	2011
N/A	Server	Tandberg Data StorageLocker	1	-
795	Server	HP Proliant DL380 G5	1	2012
796	Server	HP Proliant DL380	1	2009
797	Server	Cisco MCS 7800	1	2007
326	Server	Dell Equallogic PS4110	1	2013
N/A	Server	Dell Poweredge R720xd	1	2013
Various	Desktop PC	HP Elitedesk 8300	74	2011
N/A	Network	WiFi Access Point 1131	41	2008
N/A	Network	WiFi Access Point 1141	14	2008
N/A	Network	WiFi Access Point 1142	5	2008
N/A	Network	WiFi Access Point 2602	29	2012
N/A	Network	WiFi Access Point 2702	34	2014
N/A	Network	WiFi Access Point 3602	1	2012
N/A	Network	WiFi Access Point 3702	4	2014
N/A	Network	Telephone 6921	71	2013
N/A	Network	Telephone 6941	16	2013
N/A	Network	Telephone 7905	3	2008
N/A	Network	Telephone 7906	17	2008
N/A	Network	Telephone 7911	5	2008
N/A	Network	Telephone 7912	6	2008
N/A	Network	Telephone 7921	6	2008
N/A	Network	Telephone 7921-G	4	2008
N/A	Network	Telephone 7937G	2	2008
N/A	Network	Telephone 7940	5	2008

N/A	Network	Telephone 7941	7	2009
N/A	Network	Telephone 7942	7	2010
N/A	Network	Telephone 7945	72	2008
N/A	Network	Telephone 8811	32	2018
N/A	Network	Telephone 8841	7	2018
N/A	Network	Telephone 8861	1	2018
N/A	Network	Telephone ATA186	1	2002
N/A	Network	Cisco 2950 Switches	2	2013
N/A	Network	Cisco 2960-S Switches	2	2013
N/A	Network	Cisco 2960 POE Switch	1	2013
N/A	Network	Cisco 3600 Router	1	2008
N/A	Network	Cisco 3750 POE Switches	11	2013
N/A	Network	Cisco 2800 VOIP Switch	1	2013
N/A	Network	Cisco RPS 675	2	2013
N/A	Network	Cisco 4400 WLC	1	2013
N/A	Network	Catalyst 3750 48 port switch	5	2013
N/A	Network	Catalyst 3750 24 port switch	3	2013
N/A	Network	Catalyst 3500 48 port switch	1	2008
N/A	Network	Catalyst 3500 24 port switch	1	2008
N/A	Network	CISCO 2900 router	1	2013
N/A	Network	3CM Super Stack 48 port switch	1	2013
N/A	Network	3CM Super Stack 24 port switch	1	2013
N/A	Network	FBTCH16S	1	2013
4674	Network	CISCO MCS 7800	1	2012
4675	Network	CISCO MCS 7801	1	2012
4676	Network	CISCO MCS 7802	1	2012