
Blaenbaglan Primary School - Ysgol Gynradd Blaenbaglan

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'Together, we believe, achieve & succeed'



Asset Disposal Policy

2025/26

Per Short
Signed:
Date: 02.10.25
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Asset Disposal Policy

Rationale

The purpose of this procedure is to provide the means for the disposal of assets. Asset disposal decisions, and the reasons for taking them, should be documented. Not only does this assist in audit and other inspections, but also it highlights successes and problems for future reference. *This summary should be read in conjunction with the NPT Council Disposal Policy and is meant as a guideline only.*

Non-disposal of obsolete equipment not only takes up space, but potentially incurs on-going maintenance costs. The School should therefore dispose of such equipment in line with the processes set out below.

Consideration has been given to identifying the risks and the areas most susceptible to fraud and the policy is designed to minimise fraud. In the interests of promoting probity, fair dealing and openness, sections must not sell or otherwise transfer surplus equipment to staff (for personal use) or their relatives or friends, unless arising from a public competitive process, i.e. advertised sale, which is open to the public. Where a member of the public and a staff member offer an equal price, the item must be sold to a member of the public. The sale price must be the best market price and under no circumstances may equipment be donated to staff.

Definitions

- 'Assets' applies to the terms 'asset(s)', 'item(s)', 'equipment', throughout this policy and refers to any item listed on the School's asset register.
- 'Market Value' means the value of an item in the market place and is regardless of its initial purchase price or residual value.
- 'Leased Items' – any item which was financed other than by direct purchase, eg Finance Lease, Hire Purchase, Operating Lease, Rental Agreement.

Reasons for Disposal – Must be specified

Items can be available for disposal because they are:

- Not capable of running required operational software systems or being upgraded to do so
- No longer required, due to changed procedures, functions or usage patterns
- No longer complying with occupational health and safety standards
- Beyond repair but able to be sold for scrap.

Responsibilities - of the Budget Holder

Must be aware that:

- They are accountable for all decisions they take in the disposal process
- Proper accounting and audit procedures should be observed and all decisions documented and reported to the governing body.

Options - for Disposal of Assets

Assets identified for disposal may be dispensed with using the procedures below. Acceptable methods of disposal are:-

- Transfer of the asset to another part of the Neath Port Talbot local authority
- Private Sale
- Donated to a community service organisation
- Destroyed or recycled

Choice of the most appropriate disposal option will normally be influenced by the age and functionality of the equipment for disposal and by market value.

In all cases IT assets disposed of must be reported on an 'Asset Disposal' form to ensure they are removed from the school IT Inventory. This form must be authorised by BITC.

Sale – Private Sale involves assigning a price to the item(s) and publicising the item(s) availability for sale and setting a closing date for receipt of bids. This may range from a newspaper advertisement to a general e-mail notice and in some instances sealed bids.

To ensure a fair price is paid in the case of a private sale, a residual value assessment should be obtained, in writing, from the school.

Prospective buyers should be given adequate opportunity to inspect the goods prior to completion of a collection note. Collection or forwarding of the goods is normally contingent on payment to the school. The item may, on receipt of an offer, be sold to the first person to make such an offer.

Donations

- Blaenbaglan School may authorise the donation of the equipment to another organisation.
- Ideally, such donations should be to organisations and not to individuals. The preferred recipient of such donations by the school should be partnership primaries.

Destroyed or Recycled Equipment

- Items with no market value and no use to any other organisation or person may be destroyed in an appropriate and safe manner.
- A record of any disposal must be recorded for updating the School Inventory.

General Procedures for Disposal of Equipment

- Identify assets for disposal
- Determine the residual value of the asset
- Select the best disposal option – where the nature of the asset means it is not suitable for donation to a school but has significant value then sale should be the preferred option.

For disposal of all ICT equipment

- Contact BITC – this is normally at no cost.
- For all equipment ensure the recipient is advised in writing that:-

Blaenbaglan School will not be liable for any Health and Safety issues surrounding the use of the equipment. "It is the recipient's responsibility to ensure that the equipment is suitable and safe for its intended use, installed correctly, and that it can be used without risk to health or safety. It is the recipient's responsibility to obtain any instructions for and advice on the installation and use of the equipment and to carry out or to have competent persons carry out all necessary checks appropriate to the equipment. Blaenbaglan School will not be liable for any loss, damage, or injury arising out of the installation or use of the equipment, however caused". We will oversee the sale including the collection of income and issuing of receipts.

Blaenbaglan School offers no warranty on the condition of the equipment it sells or donates. Sales or donation documentation should provide as full a description of the items as possible, specify

that goods are 'sold as seen' and invite prospective buyers/beneficiaries to inspect the goods before the sale.