



ATLAS Multi Academy Trust

USE OF EBAY PROCEDURE (Statutory)

Trust sub-committee: Resources Committee

Co-ordinator: ATLAS Executive Team

Last Reviewed: Autumn 2019

Next Review: Autumn 2021

St Albans Girls' School : Beech Hyde Primary School and Nursery : Adeyfield School

Signed by:
Margaret Chapman
Executive Head Teacher

Signed by:
Rachael Kenningham
Chair of ATLAS Board of Directors

1.	RATIONALE
	This policy is designed to:
1.1	assist the Trust to turn redundant assets/materials/items into funding for the purchase of more appropriate equipment etc. for the future use of the Trust.
1.2	To provide the opportunity to purchase items deemed suitable and necessary with a view to saving the Trust money versus buying new. The proviso being that any equipment or other items are complete with current test certificates and/or verified as being safe to use by students and staff according to the Trust H&S Policy.
2.	AIMS
	This policy is designed to ensure that:
2.1	such an operation is fully authorised and managed by the normal Trust's finance procedures, including the correct allocation of monies received for any sales to the appropriate budget/cost centre
2.2	any staff associated with the use of E-Bay on behalf of the Trust have clear guidelines on the use of same, and are fully aware of their responsibilities as well as the consequences for any abuse of the procedures involved
2.3	the final decision and authorisation for sale price will be determined by the Executive Headteacher and Trust Business Manager
2.4	the School Premises Manager will update the school's inventory as necessary
2.5	any member of staff who fails to comply with the procedures below and/or is found to seek to make personal gain from this process will be subject to the Staff Disciplinary Process
2.6	no member of staff uses their own or other E-bay account to sell School property or procure items on behalf of the School
2.7	items of/for personal use are not sold or bought via the School E-bay account

3.	PROCEDURE	
3.1	Any item identified as surplus to requirements and deemed to have potential value would be considered as a potential sale via the use of E-Bay.	
3.2	Once this has been determined, the Head of Department wishing to sell the items will:	
	3.2.1	Obtain authorisation from the Executive Headteacher to dispose of the item by completing a 'Disposal of Unwanted Equipment' form (Appendix 1) and an 'E-bay Authorisation Listing' form (Appendix 2)
	3.2.2	Agree with the Executive Headteacher / Trust Business Manager a starting price (minimum acceptable value), i.e. fixed price or auction and the school budget area to receive the proceeds for the sale
	3.2.3	Arrange for the wording/set-up of the E-Bay sale insertion along with the photos where helpful to the sale and obtain final approval (HT) for listing on E-bay
	3.2.4	Inform one of the nominated staff to place the advert onto E-Bay. Nominated staff are one of the following: Trust Business Manager, Trust Finance Manager, School Finance Manager any of whom will be responsible for designing the advert listing.
	3.2.5	Final advert authorisation to be signed off by the Trust Business Manager. Copies of the form and listing to be sent to Trust Business Manager. The listing can then be placed.
	3.2.6	The Trust Business Manager will then determine how the sale income will be allocated. For this purpose a PayPal account will be opened in conjunction with the most appropriate Bank account. A common password will be set up and only to be used and known by the Executive Headteacher, Trust Business Manager and Trust Finance Manager.
3.3	The Asset Register will need to be noted/adjusted for any item involved in this process. The responsibility for this rests with the Trust Finance Manager	
3.4	All auctions must run to the end and not finish early.	
3.5	At the end of the allocated time limit the item is sold to the person with the highest bid (as long as the reserve has been reached). Post and packing is added to the bid placed and the total amount is agreed with the purchaser. Payment for purchases can be made in two ways - through a PayPal account or by cheque.	
	3.5.1	PayPal payments are made using the school PayPal account
	3.5.2	Cheque payments should be sent to the school finance office Once the payment has cleared at the bank the goods will be sent out to the customer using the details supplied at the time of purchase
3.6	The Head of Department selling the items will organise and fully support the despatch process. This means that the goods in question are appropriately packed, labelled and ready for collection by the courier route selected. <u>This does not mean informing the site team of what needs to happen and then leaving them to complete the process.</u> Where items are to be collected please inform the school receptionist of the details of the person collection the item.	
3.7	The Trust Business Manager will be informed that a sale has been achieved by the member of staff placing the listing on E-bay	
3.8	Where the sale results in a collection by the purchaser as opposed to a delivery by the School, a receipt of goods by the purchaser will be supervised by the Trust Business Manager (*or nominated deputy). <u>All payments must be made via the designated PayPal account</u> (not cash on collection).	
3.9	In all cases the preferred courier will be Royal Mail.	
3.10	Once payment has been received the allocation of funds will be made by the Finance Manager to the agreed school budget.	

	Purchases
3.11	The purchase of any item for the school via E-Bay will be subject to the current financial procedures in place for the School. It must also be established that there is not a better alternative route to purchase the item(s) in question, via our normal suppliers.
3.12	Once an item has been identified as a potential target for purchase, before authorisation, which must be obtained via the Headteacher, the Departmental Head must check the maximum bid amount, the H&S issues involved, if any, and ensure item 2 of the Policy (above) is applied. No Purchase Order can be raised without proof of product quality assurance being provided by the Department Head.
3.13	Having obtained authorisation the normal purchase order process will take effect.
3.14	If the item is currently valued and subsequently purchased for a sum of £2,500 or more it will need to be entered onto the Asset Register. The Finance Department is responsible for ensuring this is done.
3.15	The school Premises Manager is responsible for security tagging items and entering on inventory system.
3.16	Payment for any purchases can only be made via the E-Bay account arrangements. Where the purchase involves the participation in the E-Bay auction process, clear parameters must be agreed by the Headteacher beforehand. Once agreed these may not be exceeded without further authorisation.
3.17	Consideration must also be given to the full cost of obtaining the item(s) including the collection where necessary via School transport and staff time involved. Any extra costs of this nature must be added to the full purchase order value.
4.	MONITORING AND EVALUATION
	The policy and procedures will be monitored on an on-going basis by the Trust Business Manager and the policy will be reviewed by the Standards Committee every two years.



ATLAS

DISPOSAL OF UNWANTED EQUIPMENT

This form allows you to obtain approval for the disposal of unwanted equipment.

Name of School	
Applicant Name	
Department	
Room	
Signature	

Description	Date of purchase or estimated age	Estimated current value

 For admin use only, please do not fill in:

Head Teacher's comments		
	Date	Ref Number



E-BAY AUTHORISATION LISTING FORM

School name:

Date:

Item for Sale: _____

Product Description:

Department:	_____
Staff Responsible:	_____
Staff Placing Listing:	_____

Starting Price £ _____
(min acceptable value)

Collection or Delivery
(tick one)

If delivery, postage cost: £ _____

Listing Starting Date:	_____
Length of Auction:	_____

(all auctions will run to the end)

Approval Procedure:

Curriculum Leader/ Head of Department Signature: _____ **Date:** _____

Initial Approval and confirmation that 'Disposal of Unwanted Equipment' form has been completed—**Headteacher Signature:** _____ **Date:** _____

Final Approval – Listing Content and Placement Agreed.
Headteacher Signature: _____ **Date:** _____

Copies of this completed form must go to the Business Manager & Bursar



ATLAS Multi Academy Trust

Equality Impact Analysis

When reviewing all Trust policies, the following Equality Impact Analysis (EIA) should be undertaken to ensure fairness of the new proposals/policy and to identify any action needed to redress any potential discrimination, positively promoting equal opportunities, improved access and participation for all.

Title of Policy:	Use of Ebay Procedures
Date:	Autumn 2019
EIA carried out by:	Phil O'Neill
EIA reviewed by:	Resources Committee

1. Identify the aims and objectives of the policy, what will be the proposed change and how will it be implemented	
<ul style="list-style-type: none"> Policy contains information about: <p>Overall aims and objectives? What is the proposed change? Who is intended to benefit from the proposal and in what way? Outcomes of the policy? How will it be put into practice and who is responsible for this?</p>	<p>Assist the Trust to turn redundant assets/materials/items into funding for the purchase of more appropriate equipment etc. for the future use of the Trust.</p> <p>Provide the opportunity to purchase items deemed suitable and necessary with a view to saving the Trust money versus buying new.</p>

2. Assessment of Impact? <i>To include impact of policy, any plans needed to mitigate any negative impact, equality issues to be addressed</i>		
Characteristic	Group	Effect/Impact
<ul style="list-style-type: none"> Age Disability Gender reassignment Marriage/civil partnership Pregnancy/Maternity Race Religion or Belief Sex Sexual orientation 		<p>No impact as all included within policy</p>

3. Consultation	
<ul style="list-style-type: none"> New policy contains information about: <p>Policy audience, expected actions and outcomes Consultation and communication process Accessibility for all Fair access to the consultation process Lessons learnt from previous consultation, if appropriate</p>	<p>Consultation with senior colleagues and staff. Policy available in staff room, school internal system and to wider community online.</p>

4. Decision	
<ul style="list-style-type: none"> • Should the new proposal/policy be agreed and any impacts identified following consultations? • What reasonable adjustments are required? 	No issues or adjustments required

5. Action Planning	
<ul style="list-style-type: none"> • Any actions identified to address inequality for different groups? • Any actions identified to promote equality and diversity? • Where are these actions recorded and who is responsible for them? 	None

6. Monitoring and Review	
<ul style="list-style-type: none"> • When will the impact assessment be reviewed? • Who is responsible? 	<p>Autumn 2021</p> <p>P O'Neill</p>

7. Publication of the results of the impact assessment	
<ul style="list-style-type: none"> • Results of EIA are published – where and when? • The results are kept as a public record of the EIA – where and when? 	With Policy