



## ATLAS Multi Academy Trust

### DISPOSAL OF SURPLUS EQUIPMENT POLICY

Trust sub-committee: Resources Committee

Co-ordinator: Mr P O'Neill

Last Reviewed: New policy

Next Review: Spring 2023

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*

<b>1.</b>	<b>RATIONALE</b>	
	<b>1.1</b>	Surplus property is property which is obsolete, damaged, unusable or in excess of need. Property includes equipment (regardless of cost and estimated life), supplies, recyclables, and furniture.
	<b>1.2</b>	The school promotes the effective use of equipment and furniture, realises that age and obsolescence give rise to the need for the disposal of such items, and believes it is in the best interest of the system for staff to follow established procedures when disposing of equipment.
<b>2.</b>	<b>AIMS</b>	
	To establish the school position for the disposal of surplus property and the re-allocation of excess property while it still has value.	
<b>3.</b>	<b>PROCEDURES</b>	
	<b>3.1</b>	The Board of Directors has the authority to declare equipment, furniture or other assets or stores surplus to requirements and to arrange for their sale or write off, provided the items concerned were purchased in full or in part from its delegated budget. Where the estimated disposal value of surplus or redundant assets (equipment) or stores is less than £500 or sale is to be by public auction or competitive tendering, authority for disposal can be given by the Executive Headteacher.
	<b>3.2</b>	It is the responsibility of each curriculum area to ensure that equipment be fully utilised, while it still has value.
	<b>3.3</b>	Each member of staff is responsible for all property under his/her control.
	<b>3.4</b>	It is the responsibility of the head of curriculum area to ascertain the existence of any restrictions or special conditions which may affect alternative use or disposal of the equipment. Particular attention should be given to equipment obtained through sponsored grants and contracts, gifts, bequests, or donations.

3.5	Any equipment that is identified as surplus will only be disposed of in accordance with the following procedure.
3.6	<p>A surplus equipment form (attached) must be completed by the head of curriculum area and submitted to the Trust Business Manager. They will:</p> <ul style="list-style-type: none"> <li>a. Investigate whether any other school or curriculum area could use the equipment</li> <li>b. Submit the surplus equipment form to the Head Teacher / Principal with a recommendation</li> </ul>
3.7	If the value of the equipment is below £500 the Executive Headteacher will make a decision about the disposal of the equipment. If the value is above £500 they will forward the request to the Resources committee for consideration.
3.8	Under the Academy Funding Agreement the approval of the Secretary of State is required before the sale, or disposal by other means, or reinvestment of proceeds from the disposal, of an asset (or specific group of assets) for which a Capital Grant in excess of £20,000 was originally paid.
3.9	The school agrees to reinvest the proceeds from all asset sales for which Capital Grant was received and therefore every effort will be made to maximise the sale of such assets.
3.10	If such proceeds are not reinvested, the School will repay to the DfE the same proportion of the proceeds of the sale or disposal as equates to the proportion of the original cost met by the Secretary of State (i.e. if the Secretary of State purchased 50% of the original cost of the asset the School agrees to repay 50% of the proceeds.)
3.11	The proceeds from the sale of assets acquired with a grant from the Secretary of State.
3.12	<p>When approval has been agreed the Trust Business Manager will take the appropriate action using the following priority disposal of surplus equipment:</p> <ul style="list-style-type: none"> <li>a. sale to another school</li> <li>b. sale to the staff</li> <li>c. sale to public (if any of these options is used the proceeds will be paid into the school account)</li> <li>d. donation to qualified non-profit or charitable organisations</li> <li>e. disposed as scrap (In this case all equipment will be disposed of in accordance with health and safety requirements).</li> </ul>
3.13	The Trust Business Manager will inform the Premises Manager of the disposal who will update the School Asset Management System as necessary.
<b>4.</b>	<b>MONITORING</b>
	This policy will be reviewed by the Resources Committee every two years.



ATLAS MAT

School Name: \_\_\_\_\_

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

When completed please return this form to:

Mr P O'Neill, Trust Business Manager

To be completed by the Head of Curriculum area disposing of the equipment

<b>Name</b>	
<b>Room</b>	
<b>School/Dept Name</b>	
<b>Signature</b>	

Please **ONLY** fill in the **FIRST THREE** columns (the last column is for admin use only)

<b>Description</b>	<b>Date of purchased or estimated age</b>	<b>Estimated current value</b>	<b>ADMIN USE (R)e-use (S)ell (D)ispose</b>

Headteacher's recommendation

Trustees recommendation

As the Executive Headteacher of Atlas MAT, I authorise the equipment above to be written off and disposed of in the manner specified

<b>Signature of Executive Headteacher</b>	<b>Date</b>	<b>RMS Ref Number</b>
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# ATLAS Multi Academy Trust

## Equality Impact Analysis

When reviewing all schools' 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.

<b>Title of Policy:</b>	Disposal of Surplus Equipment
<b>Date:</b>	Summer 2020
<b>EIA carried out by:</b>	Trust Business Manager – Mr P O'Neill
<b>EIA reviewed by:</b>	Resource Committee

<b>1. Identify the aims and objectives of the policy, what will be the proposed change and how will it be implemented</b>	
<ul style="list-style-type: none"> <li><b>Policy contains information about:</b> 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?</li> </ul>	<p>This policy outlines how the school promotes the effective use of equipment and furniture, and describes the policy and procedure for disposing of items that are no longer required due to age and obsolescence.</p> <p>There are no changes to the previously agreed policy.</p>

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

<b>3. Consultation</b>	
<ul style="list-style-type: none"> <li><b>New policy contains information about:</b> 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</li> </ul>	<p>The school believes it is in the best interest of the school for staff to follow established procedures when disposing of equipment. Appendix 1 of the policy contains a form which should be completed before any equipment is disposed of.</p>

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

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

<b>6. Monitoring and Review</b>	
<ul style="list-style-type: none"> <li>When will the impact assessment be reviewed?</li> <li>Who is responsible?</li> </ul>	<p>Spring 2023</p> <p>Mr P O'Neill</p>

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