

Finance Committee

Date of Meeting	17 September 2025
Paper No.	FC1-E
Agenda Item	3.5
Subject of Paper	Asset Disposal & Write off
FOISA Status	Disclosable
Primary Contact	Deborah Fagan Associate Director of Procurement & Asset Management
Date of production	25 August 2025
Action	For Decision

1. Recommendations

- 1.1. The Finance Committee is asked to approve the decision to ‘write off’ 4 IT assets with a Net Book Value (NBV) of £159 from the College Accounts. These assets are beyond repair.
- 1.2. The Committee is also asked to note the disposal of multiple IT assets from both City and Riverside campuses. The disposal is a direct result of the College’s migration from Cisco Call Manager to Microsoft Teams Phones during the 2024/2025 academic year.

2. Consultation

- 2.1. The process included consultation with the following:

Scott Renton - IT Director, IT department has confirmed the details of all assets requiring disposal and write-off.

Jay Hislop – IT Service Desk Manager, advised on assets to be written off and disposed.

Alex Stewart – Head of Finance, has been advised of the content of this report and the Net Book Value of assets requiring write-off.

3. Key Insights

- 3.1.** In this reporting period the college require to write off 4 IT devices with a total NBV of £159. Table 1 within Appendix A provides a summary of the assets requiring disposal and/or write off.
- 3.2.** All assets have been assessed by an IT Technician and Manager who has confirmed disposal is necessary.
- 3.3.** A bulk disposal of 1,413 Cisco phones is also required. Table 1 within Appendix B provides a breakdown. These assets hold no netbook value, as they were originally purchased in 2015 and 2016. These phones have now been fully decommissioned, removed from operational use, and securely stored pending disposal.
- 3.4.** The assets identified for disposal are currently stored at City Campus C.01.004 and Riverside Campus R.00.015.

4. Impact and Implications

- 4.1.** The NBV of assets within the College accounts will reduce by £159.
- 4.2.** The status of the listed assets will change to ‘disposed’ or ‘written off’ within the Asset Register.
- 4.3.** Disposing of these items reduces health and safety risks for staff by clearing over-utilised storage areas and prevents any accidental reallocation to students or staff.
- 4.4.** All disposals will follow WEEE-compliant recycling processes, supporting the college’s sustainability commitments while minimising financial and operational risks.
- 4.5.** Replacement of the listed assets will form part of a rolling replacement and rationalisation program managed by IT.

Appendix A: Assets Requiring Disposal with Net Book Value

The table below lists the IT assets identified for disposal, which still hold a Net Book Value as of September 2025, totalling £159. All assets were purchased in 2022 and have since been assessed as damaged beyond repair. They are currently located in the designated disposal area C.01.004.

Table 1

Make/Model	Comments	Reason for Disposal	Acquisition date	PI Number
Monitor - HP EliteDisplay E24MV	109.33	Screen Cracked	01/04/2022	PI122306
Laptop - HP ProBook 440 G8	16.73	Keyboard broken	01/10/2021	PI118231
Laptop - HP ProBook 440 G8	16.73	Motherboard faulty	01/10/2021	PI118231
Laptop - HP ProBook 440 G8	16.73	Water Damaged	01/10/2021	PI118231
Total	£159.52			

Appendix B: Cisco Phones – Campus, Model and Quantity

The following tables provide a breakdown of the Cisco phone models and their respective quantities at both City and Riverside campuses. These assets have been fully decommissioned as part of the migration to Microsoft Teams Phones, they hold no Net Book Value.

Table 1

City Campus

Model	Count of Model
CP-7821	1019
CP-7942G	97
CP-7962G	3
CP-8851	13
CP-8961	2
Grand Total	1134

Riverside Campus

Model	Count of Model
CP-7821	253
CP-7942G	15
CP-7962G	10
CP-8851	1
Grand Total	279