Item 10
For Approval

Glasgow Kelvin College

Finance and Resources Committee – 10 May 2022

Fixed Asset Disposal/Write-Off

Report by Director of Digital Services

1. Introduction

The purpose of this report is to seek approval for the physical and accounting disposal/write-off of College assets.

2. Fixed Assets Disposal

In 2020, many of our students found it difficult to engage with the College as we moved to remote teaching and learning due to the coronavirus pandemic. To support digital inclusion, in August 2020 the Scottish Funding Council provided £106,213 of additional funding to facilitate online learning. The College utilised this funding to purchase a large quantity of Chromebooks and laptops for loan to students to ensure they were able to access digital resources.

In academic session 2020/21, our Library Services made available and issued all their available computing stock for loan to students, including the 1,726 new devices that were purchased. Currently and after numerous attempts to recover the items, there are 125 devices still unreturned to the College. This amounts to 7% of devices issued.

With the approval of the Finance and Resources Committee, the unreturned items need to be removed from the College's Fixed Assets Register – refer to Appendix 1.

3. Resource Implications

There is no immediate requirement to replace the items. However, as the items are loaned to students for the purpose of supporting their studies, there will be fewer devices available to future students. There is additional digital poverty capital funding of £131,896 available to the College for 2022/23, although at this stage this funding is an indicative amount. During 2021/22 £228,190 of additional funding was provided in support of digital learning.

4. Equalities

No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report.

5. Risk and Assurance

Controls were in place to request the devices for loan. Students who failed to return the devices were sent emails, letters and invoices to recover the assets. There remains a risk in continuing with the loan scheme, however there are significant benefits to the student and the College.

In future, there are plans to develop closer monitoring of student attendance and engagement for students who have a device on loan, to ensure that we have the capability to request the return of the device prior to a student withdrawing from the College.

6. Data Protection

There are no data protection implications arising as a consequence of disposing of this item of equipment.

7. Recommendations

It is recommended that members:

i) note the content of this report; and
ii) approve the disposal/write-off of these pieces of equipment as listed in the Appendix attached.

8. Further Information

Further information can be obtained from Jason Quinn, Director of Digital Services – jquinn@glasgowkelvin.ac.uk

Jason Quinn
Director of Digital Services
May 2022

Appendix 1

Fixed Asset Disposal

The following table shows the number of assets on loan to students in academic session 2020/21, which have not been returned to the College.

Description	Quantity available	Quantity unreturned	Unit cost	Total costs of unreturned assets
Chromebook	1,400	97	£260.00	£25,220.00
Laptop	372	28	£552.68	£15,475.04
Total	**1,772**	**125**	**-**	**£40,695.04**