

## **PRINCIPLES AND POLICY FOR DISPOSAL OF FIXED ASSETS (including Obsolete Equipment)**

### **1. Purpose:**

The purpose of this policy is to lay out the requirements for disposing of University assets under a holistic framework and ensure that the University obtains best value. Linking disposals with the capital investment strategy and requirements from endowment and grant restrictions will mean that the University portfolio of assets will remain refreshed and viable.

### **2. General principles**

#### ***Fixed asset use***

- a) Assets will have been procured for the University's benefit for use over a multi-year period and it is important that the assets should be maintained and insured during their period of tenure with the University. The University should not carry assets which are no longer useful as maintenance, risk and insurance add to avoidable costs.
- b) Fixed Assets that are no longer required by the University should be reported to the Finance Department for possible disposal. Disposals should be made expeditiously in line with this policy.

#### ***Disposal principle***

- a) Surplus Fixed Assets - Surplus fixed assets that are no longer required by the University should either be:-
  - Disposed of. Where an asset has economic value appropriate third party valuation(s) are required with oversight required for high value, endowment and research assets.
  - Designated as Investment fixed assets and held on the balance sheet for future purposes. The University will keep a separate list of Investment assets which are not necessarily used on a day to day basis.

Note: Before disposal, the Head of department must make a judgement that the asset cannot be redeployed. In order to make the judgement it is advised that the asset is advertised for redeployment via the Warp-it platform (internal platform) for up to 6 months.

- b) Unusable Fixed assets – Fixed assets that are no longer functional, are not fit for purpose and are beyond repair must be disposed of to avoid maintenance and hazard problems.

### ***Disposal Due Diligence***

- a) In determining if an asset is appropriate for disposal, appropriate due diligence is required. Generally the three areas of attention are:-
- University Land and Buildings – which may come with restrictive covenants
  - Research Fixed Assets – that will come with grant conditions
  - Other General Fixed Assets – that have restrictions (such as motor vehicles).

### ***Lost, stolen and destroyed assets:***

- a) Lost, stolen and destroyed assets must be reported on the 'disposal of equipment' form (Appendix 1), following which the Fixed Asset Register ("FAR") will be updated.
- b) The budget holder must report these to the insurance officer in the Finance Department.
- c) In the case of stolen assets, the custodian/budget holder is also responsible for contacting Security in Campus Services who will report the stolen item to the Police. The Police will provide a file number and/or a police report. When recording the disposal of the stolen asset, you must include the police report number in the reference field of the disposal form.

### ***Sale Proceeds***

- a) Sale proceeds less selling costs for land and buildings and endowable assets will be recorded to specific Council agreed Capital projects if approved in advance in the disposal strategy. Otherwise the sale proceeds will be designated in the General funds for future use on Council agreed capital projects.
- b) The profit or loss on the sale of research equipment will be recorded to the department that owned the asset. The profit or loss is calculated as the sale proceeds less selling costs less the remaining book value of the asset for research equipment
- c) Other sale proceeds will be recorded to University general funds.
- d) Where the sale involves trade-in for new equipment, this must be reported on the 'disposal of equipment' form (Appendix 1), following which the FAR will be updated.

### ***Accounting responsibilities***

- a) Department heads and Institute directors will be responsible for supplying data to the Finance Department on the templates set out in Appendix 1 and Appendix 2.
- b) The Finance Department will calculate the value of the profit or loss on disposal.

### ***Reviews***

- a) Details of Fixed Assets which are no longer useful to the department should be provided to the Finance Department and also recorded on the Warp-It platform.
- b) The Exec and Institute Directors will review the list of disposal assets twice a year.
- c) The FSC will review the list of disposal assets on an annual basis.

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### 3. Land and Buildings

- a) The Director of Estates who is responsible for maintaining the University's register of land, buildings and fixed plant and machinery is responsible for maintaining lists of assets to be disposed of and investment assets.
- b) The Authority Matrix states that the disposal of any property, or interest therein, must be approved by the Council of the University on recommendation from the Finance and Strategy Committee.
- c) Appropriate due diligence is needed to comply with exchequer interest (e.g. funding grants) and endowment restrictions.

#### 3.1. Identifying Assets for Disposal

- a) Land and Buildings should be identified for disposal as part of the capital planning horizon. This process is owned and managed by the Director of Estates and reported annually in the budget cycle.
- b) The Director of Estates must gain approval by the Executive and the Council for lists of land and buildings identified for possible disposal and investment fixed assets.

#### 3.2. Disposal Strategy

The Estates Department must determine a clear and robust disposal strategy for each asset to be disposed of. The resultant strategy should include a consideration of the following:-

- The most appropriate disposal option (private treaty, tender, auction etc.)
- Identifying the value of the disposal
- Identifying marketing and advertising avenues
- Due diligence
- Timing

#### 3.3. Disposal Options

The default options are a) Formal Tender and b) Sale by Agent. A full tender process must be completed or a building must be held for sale with an agent for 9 months before options c) Public auction and d) Negotiated Tender are permitted. In exceptional circumstances, option e) sale by private treaty can be used. If option e) is taken, the robust justification should be documented on the Fixed Asset disposal form (Appendix 1).

- a) **Sealed bid process** – This is the expected method of disposal. It involves the sale of land/property by a process of public advert and sealed bids submitted by a given date. This is a suitable mechanism where the land / property is related to identified development proposals. Sealed bids must be opened in the presence of at least two members of the Executive Team.

- b) **Sale by Agent** – This involves making a building available for sale through a Real estate agent. This is a suitable method where there is a ready market for the buildings made available for sale.
- c) **Public Auction** – a sale of land/property by open auction available to anyone. The sale will be publicly advertised in advance. A binding legal agreement is created upon the acceptance of a bid by the auctioneer. Reasons justifying sale by this method and how the reserve price is determined must be recorded in writing. This process is best for assets of a specialised nature that have been placed for sale for some time with limited interest and need to be sold within a particular timeframe to release capital.
- d) **Informal Negotiated Tender** – a transaction involving a public advert that requests informal offers or bids that meet a given specification or set of objectives. The University may then negotiate further or more detailed terms with one or more individuals who submitted the most advantageous bid or bids.
- e) **Private Treaty** – a sale of land/property negotiated with one or a small number of interested parties either through a direct approach from an individual(s) or through a marketing exercise.

In order to use option e) robust justification is required. Examples are:-

- the land to be disposed of is relatively small in size and an adjoining or closely located landowner is the only potential or likely purchaser;
- The nature of the University's land ownership and that of the surrounding land ownership is such that the land must be sold to adjoining or surrounding landowners if best consideration is to be obtained.

### 3.4. Valuing the disposal

- a) Two external valuers should provide realistic valuations of the Aberystwyth University interest in a land or building before it is disposed. Three valuations are required if the difference between the valuations is greater than 10%
- b) This will apply even for disposals by means of formal tender, sealed bids or auction.
- c) The terms of sale of for land and buildings should include clauses relating to the share of profit from future sales of the asset.

### **3.5. Due Diligence**

- a) The Director of Estates should carry out early due diligence on land/building identified as a possible disposal candidate in order to properly assess the likelihood of and business case for disposal.
- b) This review must examine whether there are any covenants on the use of any land and buildings proposed for disposal.
- c) Endowment Land and Buildings are subject to a greater level of scrutiny than other University owned Land and Buildings. These assets were generally provided to the University under specific conditions expressed by the donors. The Estates Department must examine whether there are any covenants on these assets. In particular, for endowment assets:-
  - A disposal can only occur if it is permitted under the original covenants and any conditions noted must be adhered to.
  - In the event where covenants are not known or are ambiguous (largely through the passage of time) legal advice is mandatory.
  - A specific separate Endowment Fixed Asset disposal form (Appendix 2) must be completed in addition the ordinary Fixed Asset disposal form (Appendix 1). This form must be approved by both the Finance Director and Vice Chancellor.
  - The disposal of any endowment land and building, or interest therein, must be approved by the Council of the University on recommendation from the Finance and Strategy Committee.
- d) The Estates Department should complete a due diligence check list for all land and buildings prior to sale. Please see Appendix 3 for the issues to be considered in this checklist.

### **3.6. Timing**

- a) The timing of any marketing/disposals will need to be considered by the Director of Estates against the background of the current market conditions, potential for the site value to increase in the future, whether there is a need to raise capital receipts and current planning policies.

The timing will also need to consider the impact on the local market prices if a number of assets were to be made available for sale at the same time.

#### **4. Fixtures, Fittings, Plant, Machinery and Equipment and furniture**

- a) Head of Departments are responsible for maintaining a list of assets in their department and for identifying surplus assets suitable for disposal.
- b) There are special conditions for disposing of the following equipment
  - IT equipment
  - Waste Electronic Equipment
  - Research Equipment
  - Motor Vehicles
- c) The Fixed Asset disposal form (Appendix 1) must be completed and sent to finance for all assets disposed, whether those assets are obsolete, sold, redeployed internally, part exchanged or disposed through any other method.

##### **4.1. Identifying Assets for Disposal**

- a) Head of Departments should record viable Fixed Assets which are no longer useful to their department on the Warp-It platform. It is policy, whenever practicable, to redeploy functioning furniture and equipment within the University. Items must be advertised on the Warp-it platform for a maximum of 6 months.
- b) Assets which are no longer functioning or at a level which is prohibitively expensive to maintain must be disposed.

##### **4.2. Disposals Strategy**

###### **4.2.1. Obsolete Assets**

- a) Can be scrapped subject to the approval of the appropriate signing authority as defined in the authorisation matrix in section 6.

###### **4.2.2. Viable Assets**

###### *Redeployment*

- a) Viable assets must be made available for redeployment via Warp-it prior to being advertised for sale. Items must be made available on Warp-it for up to 6 months.
- b) Assets will be redeployed on a first come first serve basis.
- c) Redeployment must be approved by completion of the Fixed Asset Disposal Form in Appendix 1.

#### 4.3. Disposal Options (Viable Assets)

- a) Where redeployment is not possible, the asset must be advertised for sale/disposal subject to appropriate approvals as noted in the Authorisation Matrix (6. Authorisation Matrix)
- b) The preferred options for disposing an asset are:-
  - via advert for sale in a trade or other relevant journal with an invitation to bid using the form in Appendix 5; or
  - via an internet auction site.
- c) It is also acceptable for the Head of Department to approach potential customers who may be interested in purchasing the asset. In this case, the Head of Department must approach at least 6 potential customers.
- d) At least two bids should be obtained for all assets with value in excess of £5,000. If the department has only received one bid or part exchange offer, the department must also obtain an independent valuer's report.
- e) Care must be taken to ensure that the recipient is aware that the University makes no guarantee as to the safety, suitability or performance of this equipment and has no further responsibility towards the maintenance or upkeep of the equipment. The following form of words has been approved by the University Legal Advisor: Buyers are advised to inspect the goods in order to satisfy themselves, specifically with regard to safety and as to the fitness for purpose of the equipment. Whilst the Aberystwyth University has made reasonable efforts to ensure the safety of the equipment, it makes no guarantee as to the safety, suitability or performance of this equipment and will accept no responsibility for injury, damage or loss relating to the supply or operation of the equipment, save for death or personal injury caused by negligence or for fraud.

#### **4.4. Valuing the disposal**

- a) The Head of Department responsible for the disposal should obtain an expected value for the asset before inviting bids. This may be achieved by engaging a valuer, consulting the original manufacturer, consulting auction sites, consulting trade journals.
- b) If no external data is available, the book depreciated asset value is to be used as the initial expected value for the asset.
- c) The Head of Department must obtain a valuation from an appropriate valuer when
  - the net book value is more than £50,000; or
  - the anticipated sale price is more than £50,000.
- d) Fixed assets should not be sold at a value more than 10% below the expected value of the asset.
- e) An asset must never be divided artificially so that individually each part falls below the £5,000 valuation limit quoted above.

#### **4.5. Due Diligence**

- a) Before disposing of an asset that has been purchased using grant funding, the Head of Department must contact the Research, Business and Innovation Office ("RBI") to obtain the grant terms and conditions. The Head of RBI must confirm that there are no clawback issues arising from the disposal of the asset.
- b) Before disposing of an endowment owned equipment, the Head of Department must contact the Finance Department to obtain the endowment terms and conditions. The Finance Director must authorise the proposal. See also section 3.5 c) for procedures to follow in relation to endowment assets.
- c) Appropriate due diligence is needed to comply with exchequer interest (e.g. funding grants) and endowment restrictions.
- d) If no such record is available, then it is recommended that the item be inspected by the original manufacturer/supplier (or designated agent) and certified as "safe". It should be noted that any associated costs must be borne by the seller.
- e) It is the responsibility of Heads of Departments to check the ownership of any asset which they wish to dispose of. This may be particularly important if an item of equipment is jointly held between Departments or Institutes. The ownership of grant funded assets and any sale restrictions imposed by the funding body must also be confirmed.

## 5. Specific Asset Guidance

### 5.1. IT Equipment and Data Storage Media

- a) The University has legal obligations to ensure that all computers, IT equipment, and data storage media (e.g. USB drives, DVDs, CDs, tapes, hard drives etc.) including the data and software held upon such equipment, are disposed of appropriately and **legally**. Equipment must be disposed of in line with the EU Waste Electrical and Electronic Equipment (WEEE) Directive; data in line with the Data Protection Act 1998, the University's Data Protection Policy and information security considerations of the University; and software in line with copyright legislation and software licensing provisions. To this end, members of the University must follow this policy for re-use and disposal of computers and IT equipment.
- b) For further advice on following this directive assistance can be given by the Information Services.

#### **5.1.1. Data removal or transfer**

- a) The removal and destruction of data prior to disposal is the responsibility of the Head of Department to whom the computer or data storage media belongs. IS can advise / assist in this process.
- b) The Head of Department must ensure that the disposal meet the requirements of Confidentiality Agreements, Third Party Contracts, the Data Protection and Copyright, Designs & Patents Acts and commercial sensitivity.
- c) Before wiping a hard drive the department must consider how long the data on it should be retained and ensure that any data to be retained is transferred to a secure location.

#### **5.1.2. Software removal or transfer**

- a) The Head of Department is responsible for ensuring that all software on hard disk drives has been identified and erased to ensure that the University complies with its Software Licence Agreements.
- b) Only those items of software may be retained for which the University holds a licence and where that licence is being transferred to a new user within the University; all other items of software must be removed.
- c) If software is transferred to a new user within the University, Software licence records held by IS must be updated accordingly and licence paperwork transferred appropriately. Under no account should any University-licensed software be distributed to a third party.

#### **5.1.3. Scrapping of Infrastructure Hardware**

- a) Equipment such as servers, central storage / backup devices and network equipment; should be scrapped using the external disposal service co-ordinated by Information Services. This service provides for the secure destruction of equipment to a state where data recovery would be impossible, and provides the required records to the University in order to evidence the process. Prior removal of data and software is therefore not essential.

## **5.2. Waste Electrical and Electronic Equipment**

- a) There are specific government regulations relating to the disposal of Waste Electrical and Electronic Equipment (WEEE). When disposing of any such equipment, departments should refer to health safety and environmental guidelines on the Health, Safety and Environment website.
- b) For further advice on following this directive assistance can be given by the Head of the Health, Safety and Environment Office.
- c) In particular ensure all Refrigerators, Freezers and other waster electrical and electronic equipment have been decontaminated using an appropriate approved University Health, Safety and Environment procedure.
- d) Prior to making a sale of any electrical and/or mechanical equipment the University Health Safety & Environment Office must be consulted. The piece of equipment may needs to be checked before sale or donation to third parties and provided with either a certificate that it is safe to use OR a note describing what safety flaws it has and what will be required to bring it up to current standards.

## **5.3. Research Fixed Asset Disposal Policy:**

- a) It is the responsibility of Institute Directors to appraise and sign-off any disposal of Research Assets within their institute. This may be particularly important if an item of equipment is jointly held between Departments or Institutes. The ownership of grant funded assets and any sale restrictions imposed by the funding body must also be confirmed
- b) Conditions of the research grant are paramount and must be adhered to.
- c) In the case of Senior Researchers leaving the University to take up posts in other universities where their research will continue, it is permissible, subject to agreement with the Head of Department/Accountable Budget Controller, and the conditions of the research grant which funded the equipment that their research equipment can be taken with them. If this involves the transfer of computer equipment, arrangements must be made to remove any software which is licensed to the University, prior to the item being removed. The University will not be pay for any transfer and decommissioning cost.
- d) Any assets lent to another HE institution should be done so under their insurance, noting that any damage must be reimbursed.

## **5.4. Motor vehicles**

- a) Early termination of a lease vehicle requires sign-off by the Pro Vice Chancellor. Any costs will be recharged to the department.
- b) Purchase of an existing lease car - VAT and corporation tax regulations do not allow Aberystwyth University to purchase existing lease cars. Purchase of a lease car by an individual

is subject to approval by the Finance Director; reallocation opportunities will be assessed before authorising any purchase.

- c) The responsible Head of Department must provide DVLA with an update on disposal of any motor vehicles under their charge.

#### **5.5. Office Furniture**

- a) Surplus furniture should be offered to Campus Services (House Services) who shall be responsible for disposal or reallocation.

## 6. Authorisation Matrix

The values noted below represent the higher of either the remaining net book value of the asset or the market price. The values noted below exclude VAT.

	<i>Land and Buildings</i>	<i>Endowment Asset</i>	<i>Fixtures, Fittings, Plant, Machinery and Equipment</i>
<b>Head of Department</b>	-	-	£0 - £4,999
<b>Accountable Budget Controller</b>	-	-	£5,000 - £49,999
<b>Vice Chancellor and Exec Council</b>	-	-	£50,000 - £249,999
<b>Council</b>	Any value	Any value	above £250,000

In the case of higher value disposals, each authoriser level up to the highest required authoriser level should sign to confirm that they authorise the disposal. For example in the case of a £60,000 disposal, both Head of Department and the Accountable Budget Controller should authorise the disposal.

### *Additional approvals required*

Research Equipment	Relevant Institute Director
IT hardware	Director of IS
Waste Electrical and Electronic Equipment	Director of the Health, Safety & Environment Department

## 7. Definitions

Asset disposal – A transfer of an asset out of Aberystwyth University ownership and control is a disposal

## 8. Appendices

### 8.1. Appendix 1 – Fixed Asset Disposal Form



## FIXED ASSET DISPOSAL FORM

### Once completed all forms must be sent to the Finance Department

From:.....Department

Cost code:.....

**Note: Parts A, B, C and D must be completed. If the asset is an endowment asset then the endowment form must also be completed.**

#### Part A

Description of asset:															
Inventory number															
Description of item															
Date of purchase															
Original purchase price	£														
Reason for disposal (Please be specific)															
Type of disposal	<table> <tr> <td>Land and Buildings</td> <td><input type="checkbox"/> Complete Land and Buildings Checklist (Appendix 3)</td> </tr> <tr> <td>Endowment</td> <td><input type="checkbox"/> Complete Endowment Fixed asset disposal form (Appendix 2)</td> </tr> <tr> <td>Research</td> <td><input type="checkbox"/> Complete Part B.1</td> </tr> <tr> <td>Vehicle</td> <td><input type="checkbox"/> Complete Part B.2</td> </tr> <tr> <td>Computer Hardware</td> <td><input type="checkbox"/> Complete Part B.3</td> </tr> <tr> <td>Other Electrical and Electronic Equipment</td> <td><input type="checkbox"/> Complete Part B.4</td> </tr> <tr> <td>Other</td> <td><input type="checkbox"/> Proceed to Part C</td> </tr> </table>	Land and Buildings	<input type="checkbox"/> Complete Land and Buildings Checklist (Appendix 3)	Endowment	<input type="checkbox"/> Complete Endowment Fixed asset disposal form (Appendix 2)	Research	<input type="checkbox"/> Complete Part B.1	Vehicle	<input type="checkbox"/> Complete Part B.2	Computer Hardware	<input type="checkbox"/> Complete Part B.3	Other Electrical and Electronic Equipment	<input type="checkbox"/> Complete Part B.4	Other	<input type="checkbox"/> Proceed to Part C
Land and Buildings	<input type="checkbox"/> Complete Land and Buildings Checklist (Appendix 3)														
Endowment	<input type="checkbox"/> Complete Endowment Fixed asset disposal form (Appendix 2)														
Research	<input type="checkbox"/> Complete Part B.1														
Vehicle	<input type="checkbox"/> Complete Part B.2														
Computer Hardware	<input type="checkbox"/> Complete Part B.3														
Other Electrical and Electronic Equipment	<input type="checkbox"/> Complete Part B.4														
Other	<input type="checkbox"/> Proceed to Part C														

## Part B

B.1 Research Equipment	
Research fixed asset confirmation from Grant funding body authorised by	
Research fixed asset grant project code	
B.2 Vehicles	
Vehicle registration number	
B.3 Computer hardware	
Has all data been removed and destroyed (Contact:- <a href="mailto:is@aber.ac.uk">is@aber.ac.uk</a> )	
Complied with guidelines for the disposal of Waste Electrical and Electronic Equipment <a href="https://www.aber.ac.uk/en/hse/policy/environmental/">https://www.aber.ac.uk/en/hse/policy/environmental/</a>	
B.4 Other Electrical and Electronic Equipment	
Complied with guidelines for the disposal of Waste Electrical and Electronic Equipment <a href="https://www.aber.ac.uk/en/hse/policy/environmental/">https://www.aber.ac.uk/en/hse/policy/environmental/</a>	

## Part C

✓	Method of disposal		
	Internal transfer	Destination:	
	Scrap	Value if known	£
	Sale	Estimated Sales value inc VAT	£
		Invoice number:	
		Method of sale	
		Number of bids	
		Explanation if the default method is not used	
	Long lease	Value of lease	£
		Length of lease	
	Stolen	Date stolen	
		Police Report no:	
		Date reported to Security	
		Date reported to <a href="mailto:insurance@aber.ac.uk">insurance@aber.ac.uk</a>	

**Part D**

<b>Disposal authorised:</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Head of Department > £0			
Accountable Budget controller > £5,000			
Vice Chancellor > £50,000			
Council >£250,000			

By signing the above in Part D, the authorising signature is also confirming that there is no conflict of interest between themselves and the University in terms of the disposal.

For further information on disposal of assets please contact the Health and Safety Department at [hasstaff@aber.ac.uk](mailto:hasstaff@aber.ac.uk)

**Part E (For Finance Department use only)**

<b>Confirmation of compliance with disposal of assets policy:</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Assistant Director Finance			
Finance Director (> £50,000)			

Fixed asset records amended by:..... Date:.....

## 8.2. Appendix 2 – Endowment Fixed Asset Disposal Form



### ENDOWMENT FIXED ASSET DISPOSAL FORM

**Once completed all forms must be sent to the Finance Department**

To: Finance Department

From:.....Department

Cost code:.....

**Note: Parts A, B, must be completed.**

#### Part A

Description of asset:	
Name of the Endowment	
Description of the Endowment	
Terms of the Endowment	
Original value	£
Reason for disposal (Please be specific)	
Endowment registration number	
Specific Covenants associated with the asset	
Legal advice obtained	
Communication with the provider of the endowment	

## Part B

Disposal costs authorised:	Name	Signature	Date
Requested & Authorised by Director of Estates			
Finance Department			
Vice Chancellor Authorisation			
Council Authorisation			

## Part C (For Finance Department use only)

Endowment fixed asset records amended by:..... Date:.....

### 8.3. Appendix 3 – Checklist for Land and Building Disposal

Please confirm that the following checks have been undertaken. This should form part of the documentation required for the Finance and Strategy Committee:

Checklist for disposal of University assets to be part of the documentation required for Finance and Strategy Committee:

- a) **Valuations** - At least three valuations from RICS accredited property surveyors.
- b) **Offers Received** - A summary of offers received together with key decision making criteria.
- c) **Key conditions** - Heads of terms highlighting key conditions within the sales and purchase agreement.
- d) **Warranties** - A summary of warranties provided by the University to the buyer.
- e) **Future clauses** - A brief summary of anti-embarrassment clause where appropriate specifically around future sales of land or buildings.
- f) **Completion statement** - on apportionments, timing and funds statement.
- g) **Charity commission** – Obtain Charity Commission approval for the disposal.
- h) **Legal opinion** - on any risks or unusual matters in the sale.

Legal risks and unusual matters in relation to the sale should cover:-

- **Reviewing the title** - to identify whether there are any title issues which may impact upon the disposal process.
- **Registering unregistered land** - If the land and property identified for disposal is unregistered, then it is important that the title deeds are located as soon as possible
- **Addressing Restrictive covenants** - The land/property may be subject to restrictive covenants which limit or restrict its use or the extent to which development can be carried out on it.  
It is possible to apply to the Lands Tribunal under section 84 of the Law of Property Act 1925 for the release or modification of restrictive covenants in some circumstances. This can be a time consuming process and it is usually better undertaken before the land/property is placed on the open market.  
Alternatively, it is often possible to obtain restrictive covenant indemnity insurance against future losses for breach of a restrictive covenant.
- **Addressing Rights of way and other easements** - Establish the nature of any easements benefitting the land/property, so that any that are missing can be addressed.
- **Retaining rights over adjoining land** - It may be the case where surplus land/property is being disposed of, that the University will be retaining adjoining land. In that case, the University will consider whether it needs to reserve any rights over the land/property being disposed of for the benefit of that adjoining land, most commonly, access to the public highway or mains utilities.
- **Considering obtaining outline planning consent** - Assess whether an application for a change of planning use might have the potential to increase the value of the surplus land/building.
- **Addressing Ransom strip issues** – Confirm that we have resolved ransom strip issues prior to offering the property to the open market.

#### 8.4. Appendix 4 – Sealed bid Process

##### *Offer Process*

- a) Offers for sale of surplus/obsolete equipment should be made to the appropriate department by completing a Sealed bid form Appendix 5.
- b) If the seller is in possession of a full service/maintenance record for the equipment, then this should be made available for inspection by potential buyers.

##### *Bidding Process*

- c) The closing date for receipt of bids for each item should normally be 4 weeks after the item is first listed.
- d) After the bidding process end date, copies of the bids must be forwarded to the Finance Department quoting the name of the asset being disposed of.

##### *Acceptance of Bids*

- e) Items not being redeployed within the University will be sold to the highest bidder.
- f) All items will be "sold as seen", however, any potential buyer has the right (on request to the seller) to view the service history of the item, if applicable.
- g) In the event of two or more equal bids, the bidders will be contacted and either:
  - If alternative items are available, agreement will be reached that each bidder receive equivalent items, or
  - Each bidder will be offered the opportunity to submit a further sealed bid, on or before a stated date and time.

##### *Disposal Process*

- h) Successful bidders will be issued with an invoice which must be paid in full and a receipt obtained. Invoices can be raised via the following internet link:  
<https://www.aber.ac.uk/en/finance/information-for-staff/agresso/sales-invoice-request/>
- i) An item of equipment will only be released upon presentation of the receipt to the named contact person.
- j) Payment must be received by the University for all items of equipment prior to their removal from University premises.

##### *Sign-off and Disposal form required*

- k) At the time of disposal, where the asset value (excluding VAT) is greater than £5,000 the disposal may only be made with the prior approval of the Accountable Budget Controller. Subsequent to this approval, the form shown in Appendix 1 must also be completed so that the Central Register can be updated.
- l) It is the responsibility of the Head of Department selling the equipment to ensure that the item is deleted from the Fixed Asset Register by notifying the Finance Department using Form A.

8.5. Appendix 5 – Sealed bid form



**Bid Information**

**Name of Asset** \_\_\_\_\_

**Bid amount offered** \_\_\_\_\_

**Estimated timescale for completion of the purchase** \_\_\_\_\_

**Bidder Information**

**Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_

**Phone** \_\_\_\_\_

**Name and contact details of solicitor** \_\_\_\_\_

**Declaration**

I do hereby swear and affirm for myself as bidder and confirm that the Bid Amount represents my purchase price offer.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **8.6. Appendix 6 - Procedure for data removal or transfer**

### *Secure erasure of data/software from hard disks and other data storage media*

- a) Where data storage media CDs/DVDs/Memory sticks/obsolete software disks are to be disposed of, they should be delivered to the IT Services helpdesk clearly marked "For Secure Disposal"

### *Transfer of some data with the computer.*

- a) If any data is to be transferred with the computer, the original owner must ensure that he or she has the authority to transfer ownership of the data to the recipient and that any special terms under which the data are being held continue to be met.
- b) If the data being removed is sensitive (which, in the Data Protection Act, is defined as personal information related to such things as racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexual life and criminal convictions), the disk should be reformatted, a secure wipe of the disk carried out with appropriate utility software and the operating system re-installed. In some cases it may be appropriate to install an updated version of the operating system. (E.g. Windows 10). In this case, to ensure data is erased securely (i.e. cannot be recovered in whole or part using data recovery tools and techniques), all data areas on the disk/media must be overwritten. Re-formatting the hard disk/media is not sufficient for this. A specialised "disk wiping" utility to erase the entire contents of the disk must also be run.

Further advice on the Data Protection Act 1998 and Info Compliance advice may be sort via [Infstaff@aber.ac.uk](mailto:Infstaff@aber.ac.uk).