

Asset Disposal Policy

Policy Purpose

1. This policy determines the requirements for the disposal of all County assets, including IT, fixed assets, obsolete assets and unwanted assets. Asset management within the County is the responsibility of the County Trustees (County Trustee Board).
2. The County Trustee Board is committed to disposing of assets in a legal, ethical and cost-effective manner.

Policies which should also be referred to

3. Asset Management Policy
4. Government Regulations: waste electrical and electronic equipment (WEEE)¹

Asset Definition

5. In this context an asset is anything that has an expected lifespan of more than 1 year.
6. Consumables such as pens, paper, shooting targets, and pellets are not assets.
7. All County and Sir John Lowther Centre assets are recorded on the County assets register which should be checked before disposal.

Reasons for Disposal

8. The core reasons for disposal are:
 - i. Broken and not economically viable to repair
 - ii. Failed PAT Test
 - iii. Obsolete, especially electronic items
 - iv. Surplus to requirements

Authorisation

9. The disposal of any asset with an original purchase cost of £5,000 or over requires the authorisation of the Northants County Trustee Board.
10. Assets disposed of by way of sale or donation should be authorised by either the County Lead Volunteer or the County Chair.

¹ Electrical and electronic equipment (EEE) is regulated to reduce the amount of waste electrical and electronic equipment (WEEE) incinerated or sent to landfill sites. Reduction is achieved through various measures which encourage the recovery, reuse and recycling of products and components.

Sir John Lowther Centre and Lowther's Knights

11. Lowther's Knights Support Team have an agreement with the County Lead Volunteer to sell Centre assets requiring disposal (with authorisation), and to retain the funds.

Asset Register: Disposal Details

12. Once an asset has been disposed of the asset register must be updated to include the date and reason for disposal.
13. The asset record for disposed assets will be archived to ensure historical tracking for insurance and other purposes.
14. If the asset has an initial cost of £5,000 or over it will be registered with Northants County Scouts accounting system (Xero), which must be updated to show the asset has been disposed, along with any revenue from the disposal.

Guidance on methods of disposal by item type

Electrical Items - Disposal by Sale or Donation to charity

15. Items that have failed a PAT test must not be sold.
16. All electrical items offered for sale must have a current PAT test with the label on the item where applicable.
17. All electrical items should have the CE mark.
18. The Government's product recall list should be checked to ensure the item has not been recalled.
19. The plug must comply with BS 1363. It will be marked as such with a Kite mark and the words "Approved by BSI", or equivalent if not British.
20. Any electrical equipment that holds data (information) must be digitally cleaned – see Disposal IT Equipment
21. Assets should always be 'sold as seen'.

Electrical Equipment - Disposal by Recycling/Destroying

22. All electrical equipment must be disposed at a designated collection facility (DCF), in accordance with waste electrical and electronic equipment (WEEE) regulations.
23. DCFs are normally located within local authority run civic amenity and waste collection sites. Check online to find the nearest centre that takes the specific electrical equipment.
24. Fridges and freezers are deemed hazardous waste as they contain harmful gasses. The retailer of any replacement items should offer to dispose of the old item for free. Alternatively, the local council may pick up from site but possibly for a charge.
25. Never put electrical items into a skip containing non-electrical items unless using a specialist waste removal company and they have advised this.
26. A storage container can be used as a temporary store for electrical item before disposal.
27. All plugs should be cut off before disposal.

28. Always remove any batteries and recycle them at a recycling centre or a collection point in a supermarket, a DIY centre or local shop.

IT Equipment - Disposal by Sale or Donation

29. If the IT equipment is to be sold or donated, the steps in *Electrical Items – Disposal by Sale* must be followed.
30. Regardless of how the item is being disposed all data (information) **must** be destroyed.
31. The destruction of data must conform with software Licencing Agreements, GDPR, the Data Protection and Copyright, Designs & Patents Acts.
32. Before wiping a hard-drive the information stored should be checked, and any that is required to be retained should be transferred to a secure location.
33. For hard drives, there are a number of free tools available such as DBAN and KillDisk. These should only be used by an IT specialist.

IT Equipment - Disposal by Recycling/Destroying

34. If the IT equipment is not going to be sold or donated, then a physical destruction of the hard driver with a hammer will be adequate to destroy any data.
35. All IT equipment must be disposed at a designated collection facility (DCF), in accordance with waste electrical and electronic equipment (WEEE) regulations.
36. DCFs are normally located withing local authority run civic amenity and waste collection sites. Check online to find the nearest centre that takes IT equipment.
37. Never put IT equipment into a skip containing non-electrical items unless using a specialist waste removal company and they have advised this.

Specialist Activity Equipment – Disposal by sale or donation

38. Some equipment used within SJLC activities needs to be disposed of with care. Specifically, air rifles, tomahawks and throwing angels.
39. Whilst there are no current government guidelines on how to dispose of these specialist items, a check should be made at the time to ensure any disposal conforms to current regulations.

Specialist Activity Equipment – Disposal by sale or donation

40. It is illegal to sell or donate an air rifle to anyone under 18 years of age.
41. It is illegal to sell a bladed item to anyone under 18 years of age.
42. Air rifles can be sold online however transactions must be finalised face-to-face.
43. Registered Firearms Dealers may help in the selling of an air rifle.

44. Specialist Activity Equipment should always be 'sold as seen'.

Specialist Activity Equipment – Disposal by Recycling/Destroying

45. When disposing of Tomahawks and Angels (and any other bladed activity item) they should be disposed of using regulations and/or guidance for bladed items.
46. Current guidance for bladed items is:
- i. Wrap item heavily in paper, bubble wrap or cardboard.
 - ii. Tape wrapping to ensure it does not fall off
 - iii. If possible, place a cork over the pointed end
 - iv. Place item in sturdy container, marking the container with 'Caution sharp'
 - v. Place container in refuse bin
47. It is very unlikely that the local refuse centre will accept bladed items, although if the blade is blunted with a hammer, this may be acceptable.
48. Whilst there are no regulations about the disposal of air rifles, the following is good practice:
- i. Disable the firing mechanism, using a hammer or other similar tool
 - ii. Dismantle and cut up the firearm.
49. If there happens to be a firearms amnesty running, although air rifles do not require a certificate, they can be handed in.

Motor Vehicles/Trailers – Disposal by Sale or donation

50. Any vehicle or trailer that is either surplus to requirements or has become uneconomical to maintain should be sold or part exchanged as appropriate.
51. The vehicle or trailer should be valued either using Parkers Guide, auction sites or trade journals.
52. Where the vehicle or trailer has no market value, consideration should be given to making it a donation to another organisation, explaining why it is being disposed of.
53. The DVLA must be updated where the vehicle is registered.

Motor Vehicles/Trailers – Disposal by Recycling/Destroying

54. If the vehicle or trailer can be used as spares to maintain another then consideration should be given to the cost/time to retrieve the individual components, and the potential storage of said items. The disposal of the unwanted vehicle parts needs to be undertaken with care, as some items are corrosive.
55. Once the vehicle or trailer has no conceivable usefulness left, it must be scrapped by a reputable scrap merchant, or dismantled in-house and the individual parts disposed of in accordance to their category.

56. The DVLA must be updated where the vehicle is registered.

Land/Property – Disposal

57. Land and Buildings should be identified for disposal as part of the financial planning horizon and as such does not fall within the scope of this policy.

Non electrical items – Disposal by Sale or donation

58. If the item has a value, attempts to sell or donate should be made before considering destroying the item.

59. Assets should always be ‘sold as seen’.

Non electrical items – Disposal by Recycle/Destroying

60. Always remove any batteries and recycle them at a recycling centre or a collection point in a supermarket, a DIY centre or local shop.

Amendment History

Date	Detail
October 2020	Policy approved by F&GP
October 2023	Wording changed from County Executive Committee to County Trustee Board
April 2024	Title wording changed from County Commissioner to County Lead Volunteer. Lowther’s Knights SASU changed to Lowther’s Knights Support Team.
November 2025	Reviewed by the County Trustee Board.