



# Redundant Equipment Policy

<b>Policy Number:</b>		065	
<b>Formally adopted by Clarion Corvus Trust on:</b>		July 2021	
<b>Policy Owner:</b>		CEO / CFO	
<b>Last Reviewed / Updated:</b>		March 2025	
<b>Review schedule:</b>	1 Year	<b>Review date:</b>	March 2026

<b>Review Date:</b>	<b>Reviewed by:</b>	<b>Changes made:</b>
March 2025	CFO	Front Cover update

- The Trust Board has the authority to declare equipment, furniture or any 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. Land and buildings are excluded from this authority as permission for such disposals is required from Freeholder and the ESFA.
- Where redundant equipment is deemed by the Chief Financial Officer to have no disposal value it will be scrapped and disposed of through school approved recycling or waste disposal contractors.
- Where the estimated disposal value of individual surplus or redundant assets (equipment) or stores is less than £1,200 and sale is to be by advertising to as wide an audience as practical, authority for disposal can be given by the CEO or Head of School.
- The prior approval of the Property and Finance Committee will be required where the estimated disposal value of individual items is between £200 and £500.
- Where the estimated disposal value is £501 or above, the prior approval of the Trustees will be required.
- A list of equipment disposed of will be maintained in all cases and this will be reported to the Property and Finance Committee. This list will show, so far as may be known, the item, department, date of manufacture or purchase, values when new and when made redundant (estimated where necessary) and disposal value.

The fixed asset register and asset inventory will be amended by the CFO to show all disposals.