



Government of South Georgia & the South Sandwich Islands

POLICY – DISPOSAL OF ASSETS HELD BY THE GOVERNMENT

A policy to ensure the disposal of assets surplus to Government requirements is conducted in a manner that promotes obtaining best value for money; accountability; fairness and impartiality; and avoids any conflicts of interest.

Introduction

The Chief Executive is responsible for ensuring that assets held by the Government are disposed of in an appropriate manner. Assets may be disposed of where these are considered surplus to Government requirements.

Guidelines

Assets referred to in this policy encompass all items of value that are owned by the Government. This includes, but is not limited to, plant and equipment, office equipment, office furniture, stock items and software.

At all times, surplus assets or materials should be disposed of in a manner that seeks to maximise returns whilst ensuring that the disposal is conducted in an effective manner, minimising bureaucracy.

A listing of all assets identified for disposal should be undertaken before disposal. This information should include the type of item and any possible value. A record should be kept of the disposal route of any item. If an item is purchased, the record should contain the person, company or organisation that purchased the item, and the cost of that purchase. That record should be available to the public.

Disposal of Assets

The disposal of any asset requires the approval of the Chief Executive. Before disposal consideration should be given as to whether the item could be utilised elsewhere within the Government. Any item which is deemed to be obsolete or damaged beyond repair and is not appropriate for sale or gift may be written off by the Chief Executive Officer.

Items which can no longer be used by the Government to which the above does not apply, but have no resale value, should, after agreement with the Chief Executive, be offered to an appropriate charity or similar organization. A check should be made to ensure

the group is not-for-profit and that the intended use of the asset is non-commercial. The recipient group is responsible for the removal of the asset at no cost to Government. If this is not possible then the item may be offered to staff.

For assets deemed to have a resale value, the assets may be offered for sale in accordance with the process outlined below.

Sale of Items

It is to be made clear to all prospective buyers that assets are sold as-is and at the buyer's risk. Buyers are to rely on their own enquiries regarding the condition and workability of assets. No warranty or after sale service is to be offered on any assets disposed of. Items bought by any member of the Government must not be sold at a value in excess of that for which it was purchased.

All equipment disposals and sales should follow this approved procedure and look to obtain best consideration:

Estimated Asset Sale Value (£)	Procedure to be followed
1 – 500	Sell to staff by means of a sealed bid.
500 – 5,000	Offer for sale to the public by placing a public advertisement.
5,000 – 30,000	Verbal quotations, the Government must seek and document at least three competitive quotes from purchasers or place a public advertisement.
Above 30,000	Must be offered through a public tendering process.

Disposal of Dangerous or Hazardous Goods/Computer Equipment

Any dangerous or hazardous goods are to be disposed of only in the authorised manner. No assets can be gifted or sold if they are likely to be unsafe for use. The Government will dispose of all surplus ICT equipment in a manner which prevents the transmission of personal data, infringement of licenses or copyright, is cost effective and is in accordance with regulations for the disposal of such equipment.

Definition of Staff

Staff in this policy includes all persons employed directly by the Government and any persons that, at the time of the sale, were contracted to work for the Government from another employer.

Date of Entry

This policy comes into effect on 1 November 2021

Laura Sinclair-Willis
Chief Executive Officer
25 October 2021