

## Appendix 2

### Policy: Disposal of Redundant Member Loan Equipment

Since 1999 North Wiltshire District Council has provided all its members with ICT loan equipment, ICT Training and Support for that equipment. The hardware replacement programme is run on a four year cycle.

In the past, the equipment has been returned to the Council, cleared of all data and software and redeployed where there is internal demand. Where there is no internal demand, the equipment is sold in a closed bid process via the Council's Bulletin Board with the proceeds going back into the equipment fund. This resolves the equipment storage and security problems that exist within the Council Offices.

Currently there is no minimum bid on equipment and often the equipment is sold at a very low price. The amount of money retrieved is minimal in relation to the cost of the clearing down and bidding process. Additionally, we face a dilemma in balancing the financial regulation governing Council assets with the Council's aims at 'being green' and recycling goods.

There is an added complexity to the situation, as members frequently request the option of purchasing their equipment after its four year cycle. Therefore the following policy for the disposal of Redundant Member Loan Equipment is recommended:

Should a member-allocated laptop be identified as being over four year's old and surplus to internal demand, then the member to whom the laptop was allocated would be offered the option of purchasing the laptop at a fixed price of £75. The laptop would have all Council-licensed software (e.g. Microsoft Office, Lotus Notes and Norton's Antivirus) and Council-related data removed from the laptop. This would leave the member's broadband connection and personal account on the computer as well as the operating system.

Additionally the printer and router allocated to the member, if over four year's old and surplus to internal demand or reallocation, would be offered to the member at a fixed price of £50.

Should the member to whom the equipment was allocated not take up this offer, then the equipment will be disposed of according to the current policy for the disposal of redundant personal computers.