**Anytime Anywhere /Strategic Property Review – Furniture Disposal Process**

The Anytime Anywhere project aims to transform the way we work. As we change our office space to a more flexible working environment and move forward with the Strategic Property Review, there may be a range of furniture that is no longer fit for purpose or needed for that particular office space.

Before disposal the following should be considered in order.

Services should identify a designated officer to manage larger scale office clearances.

Sufficient time will be required for each stage of the process to ensure adequate opportunity is available at relevant groups and therefore planning is imperative for any change programme.

1. Reuse internally

Lots of furniture has already been re-used internally by different services. This must always be the first option considered. Where possible appropriate furniture should be reused within refurbished premises. The Premises Manager/Manager should take photographs and a brief accurate description of furniture available /no longer required and upload to Inside Falkirk. Excess furniture should be identified and advertised on Inside Falkirk as early as possible. This must be for a minimum of 3 weeks before considering a move to the next stage, although there is more chance of being able to find a suitable home for the furniture the longer the “advertised” period. All adverts will cover both stage 1 and stage 2 of the process to reduce advertising timescales although Services will always be given priority.

1. Reuse by employees to support working from home

In line with the Hybrid Policy, employees can work from their home. To support home working, employees have the option of purchasing a desk and chair and reclaiming up to £100. An alternative option would be for employees to re-use office furniture no longer required. It would be for the employee to arrange transport/removal of any such furniture. All employees must be given the opportunity to show their interest, which would be on a first come first served basis. Employees should be able to note their interest whilst the furniture is advertised on Inside Falkirk. The advert must clearly state it is available to Services and employees at the same time, with Services given priority for internal re-use. Furniture would be taken as seen with liability transferring with ownership. Employees would need to declare that they will not resell the furniture for profit.

1. Re-use by 3rd sector/voluntary organisations/other public bodies/charity groups

Pictures would be circulated to relevant groups to offer furniture free on a first come first served basis. The group would be responsible for arranging collection and delivery and would be taken as seen with liability transferring with ownership. For large scale operations, consideration of an “open night” to display items. Relevant groups would be invited to attend. A list of relevant organisations would be kept for this purpose and shared with relevant managers.

1. Auction house

Contact should be made with a relevant Auction House for any leftover furniture. No procurement rules apply given expected low value of items. Items would be sold as seen with no liability. The Auction House would be responsible for pick up of the furniture.  Any funds from re-sale would be used by the service for future furniture purchases.

1. External recycling

Some organisations may be able to recycle furniture. There may be a cost to this option, therefore careful consideration needs to be given to whether this is viable for the furniture available bearing in mind this would fit with the sustainability agenda. Any cost would be borne by the relevant service.

1. Disposal

Where all other options are exhausted or where there is no demand, Service Managers can arrange for disposal of items less than £200. Where the item is above £200, the Chief Officer should approve disposal. Contact Waste Services for support and advice.

1. Inventory Lists

Where applicable, once items have been disposed of that Chief Officers should ensure that inventory lists are updated, as per Section 18 of Financial Regulations.

The above steps do not include workplace electrical equipment such as fridges, microwaves etc. The priority should be to re-use these items internally in the first instance, however care must be taken to ensure items are PAT tested prior to re-use/transfer. Further information can be sought from Facilities on PAT testing/availability of PAT testing, which may depend on the number of items needing tested. Where internal use is not possible and items are in good working order, consideration should be given to bullet point 4 above or alternative option to resell item before external recycling and then disposal is considered. Consideration should always be given to the nature and value of the items concerned and reasonableness of the process adopted. All circumstances including matters such as remote working should be considered in relation to the appropriateness of sale or auction being the primary approach to dealing with these types of surplus items.

**Disposal of IT equipment**

All IT equipment must be returned to ICT for disposal to comply with GDPR and WEEE obligations. [Regulations: waste electrical and electronic equipment (WEEE) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/regulations-waste-electrical-and-electronic-equipment)

Items will be re-used where possible. Where items can’t be re-used, or no longer meet our needs items will be disposed of by IT through the appropriate recycling contract in place. This will ensure that all items are disposed of without any risk of data from hard drives falling into the wrong hands, will also ensure that equipment is re-used or recycled when that is appropriate.

Effective from 10/9/21

**FALKIRK COUNCIL**

**Request for Disposal of Stock**

|  |  |
| --- | --- |
| **Service**  |  |
| **Service/Premises Manager name making request** |  |
| **Location** |  |

|  |  |
| --- | --- |
| **Brief description of the items being disposed including number and approximate value.** **Please indicate how the value was determined** |  |
| **Brief reason why these items are no longer required, ie office closure** |  |

|  |  |
| --- | --- |
| **Summary of process followed to date (see overleaf guidance) and outcome, ie advertised furniture internally/contacted charities** |  |

|  |
| --- |
| Request for Approval for to:* Re-use internally by other services
* Reuse by employees
* Re-use by 3rd sector/voluntary organisations/other public body or charity
* Instruct Auction house
* External recycling
* Disposal

Are items valued at over £200? Yes/no (anything over £200 must be authorised by a Chief Officer |

|  |  |
| --- | --- |
| **Date of request** |  |

Authorisation

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature and Date**  |  |

Transfer of Furniture

|  |  |
| --- | --- |
| **Date of collection**  |  |
| **Declaration by Employee** | * I accept liability transfers with ownership.
* The furniture noted will not be resold for profit
* I am responsible for the collection/transport of the furniture

**Signed……………………………………………………………………………………****Date……………………………………………………………………………………..** |

This process is in keeping with the financial regs re disposal of equipment on Inventory Lists (in relation to the preparation of which certain values are relevant).