



Administration	
Brigade Order	6
Part	1
Section	
Title	Disposal of Assets

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Roles, Responsibilities and Review

The **Head of Resources** is responsible for ensuring this Order is implemented across the Brigade.

The **Head of Resources** will be responsible for the day to day operation of the Order.

The **Head of Resources** will review this Order when new legislation arises or as and when organisational needs require.

Brigade Order, Administration 6

Part 1 – Disposal of Assets

Purpose

Shropshire Fire and Rescue Service owns a wide range of assets used to support Service activities. Many of these assets will become redundant and it will be necessary to arrange for their disposal in a safe and legal manner which maximises the potential income or minimises potential disposal costs.

Strategic Aims

This Order supports:

Strategic Aim 4 – “To deliver an effective fire and rescue service at a cost that is acceptable to our community.”

Disposal of assets

When the officer responsible for an asset believes that it is no longer required by the Service it should be considered for disposal in accordance with the following procedure.

The officer responsible will complete form FB121 with the following information:

- Details of the assets to be disposed of
- Reason for their disposal
- Confirmation of ownership
- Estimated value
- Suggested method of disposal

The request should be passed to the Resources Director, who will assess the request and, following discussion with other potential users of the asset, authorise its disposal.

Methods of disposal

The following table provides details of suggested methods of disposal according to the value of the assets.

Reference	Author	Status	Date	Page
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Value of Assets	Preferred System	Others suitable
Less than £50	<ul style="list-style-type: none"> Existing waste disposal/recycling contract (bin) 	<ul style="list-style-type: none"> Other waste disposal Scrap dealer Negotiated sale Donation (low risk items only)
£50-£1000	<ul style="list-style-type: none"> Disposal broker or consortium 	<ul style="list-style-type: none"> Public Auction Tender Negotiated sale
More than £1,000	<ul style="list-style-type: none"> Disposal broker or consortium 	<ul style="list-style-type: none"> Public auction Tender

Notes:

No item which has significant potential for misuse or which is clearly identified as belonging to Shropshire Fire and Rescue Service (including uniform) is to be disposed of without all identification first being removed. Such items should normally be destroyed.

The values listed are the total value for any package of goods, not the value of each item. Where possible assets should be grouped to enable economical disposal.

Items with a value of less than £50 (at which point the cost of sale is likely to exceed income) should be disposed of in an efficient and environmentally sound manner. It should be noted that waste disposal costs are high and therefore a sale at low value or donation may result in considerable savings on disposal costs.

No equipment is to be sold to an individual. The terminology 'sold as seen' has no legal basis and it is our legal obligation to ensure that anything we sell is 'fit for purpose'. There are significant legal and financial risks associated with such sales.

All sale documentation must be retained.

All sales over £10,000, or where the above guidelines have not been followed, must be recorded in the contracts register. The register should include details of the value achieved, the process used and the reason for any deviation from the above guidelines. The contracts register is held by the Principal Accountant.

Tender arrangements will be as those for purchase of goods and are detailed in Brigade Order Administration No 23 Part 2 Section 4 – Tender Procedure

Disposal records, including **FB121** will be retained by Technical Services for 5 years.



Shropshire
Fire and Rescue Service

Request to Dispose of Assets

Goods to be disposed of:

Reason for disposal:

Has Brigade ownership been confirmed: *(tick as applicable)*

YES **NO**

Estimated value of goods £

Proposed Method of Disposal :- *(tick as applicable)*

- PUBLIC AUCTION
- TENDER
- NEGOTIATED SALE (Provide Details on Reverse)
- DISPOSAL BROKER (Provide Details on Reverse)
- DONATED (Provide Details on Reverse)
- SCRAPPED:-
 - Bin
 - Scrap Dealer (Receipt Required)
 - Other (Waste Transfer Note Required)

Name and Signature Of Person Requesting Disposal:

Authorised by Head of Resources

Sum Received £ _____

Waste Transfer Note Attached **YES** **NO**