

**Asset Transfer Request**

**Reporting Template 2020/21 for Relevant Authorities**

Section 95 of the Community Empowerment (Scotland) Act 2015 requires relevant authorities to produce an annual report on Asset Transfer Request activity and publish this no later than 30 June each year.

Following stakeholder feedback and in response to asset transfer evaluations, this template has been created to help gather asset transfer data for the period 1 April 2020 to 31 March 2021. Information provided will help inform policy and practice at local and national level as the data will be collated and shared by the Scottish Government’s Community Empowerment Team. However, it will be for each relevant authority to make their own annual report publicly available by 30 June 2021, whether using this template or not.

**Please provide information in the four sections below and email the completed template by 30 June 2021 to** **community.empowerment@gov.scot** **.**

**Section One – Relevant Authority Information**

Organisation: Inverclyde Council Address

Completed by: Hugh Scott Role: Services Manager

 Community Learning and Development

 Community Safety & Resilience and Sport

Email: hugh.scott@inverclyde,gov.uk Telephone: 01475 715450

Date of completion: 09/07/2021

Are you the Asset Transfer Lead Contact for the organisation: Yes?

If not please provide the name, job title and email address for the lead contact for any queries:

**Section 2: Asset Transfer Data in 2020/21**

2.1 Please complete the following table for the 2020/21 reporting period:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total new applications received in 2020/21 | Total applications received prior to 1 April 2020 which were still to be determined at 1 April 2020 | Number of successful applications agreed in 2020/21 | Number of unsuccessful applicationsrefused in 2020/21 | Total applications (received in any year) still to be determined as at 31 March 2021. |
|  None  |   None  | None | None  | None  |

2.2 Please provide details of Asset Transfer Requests received which resulted in transfer of ownership, lease, or rights from your relevant authority to a community transfer body in 2020/21:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Community Transfer Body, or community group that will take ownership, lease, or management of the asset. | Date request was accepted | Date decision was agreed to transfer the asset  | Date transfer completed | Please provide further details, such as: description of the asset / area transferred / amount paid / discount given/ type of ownership / purpose of the transfer. |
|  |  |   |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2.3 Please provide details of Asset Transfer Requests that went to a relevant authority appeal (internal) and/or review (Scottish Government) which were concluded in 2020/21:

|  |  |  |
| --- | --- | --- |
| Name of Community Transfer Body | Was the Asset Transfer Appeal/Review accepted? (Y/N) | Why was the Appeal/Review accepted/refused? *Please provide details of the asset transfer request and reasons for your decision.*  |
|   |  |  |
|  |  |  |
|  |  |  |

**2.4 How many assets in total have been transferred to community ownership, lease or management by your organisation since the asset transfer legislation came into force in January 2017?**

During the Reporting Period, the Council has received no Requests. As this covers the period from commencement of the Act, a number of the additional items this report is required to cover in terms of Section 95 of the Act are also nil responses. These are dealt with more fully in Part 2 of the Schedule.

During the Reporting Period, the Council published detailed guidance for CTBs on Community Asset Transfer process and on how to submit requests, which both promotes the use of Requests and assists CTBs in the making of a Request. This guidance includes a style of Request form, detail of what should be included with a Request, and who should be contacted in the Council to discuss making a Request. This is published on the Council website at [www.inverclyde.gov.uk/assettransfer](http://www.inverclyde.gov.uk/assettransfer)

**2.5 Please provide information on any assets transferred to community ownership *outwith* the Asset Transfer legislative process since January 2017.**

During the Reporting Period, the Council has received no formal Requests. As this covers the period from commencement of the Act, a number of the additional items but we have received some request out with the formal legislative to transfer local community assets through a lease process which is an ongoing across the local authority.

**2.6 Considering asset transfers that have completed since 2017, what do you consider to be the outcomes (benefits/challenges) for the communities that have taken ownership of the assets? Please give examples if you can.**

Given none formal asset transfer requests it is considered views on the outcomes of the transfers which have been completed since the legislation came into force. The indications are that some groups are progressing well non formal request with their plans and where the original proposal hasn’t been able to be realised alternative options to deliver their aims have been supported.

**2.7 Please use this space to provide any further comments relating to the above data:**

No further information to be added.

**Section Three – Promotion and Equality**

**3.1 Please provide information on any action you have taken to promote the benefits of asset transfer or any support provided for communities to engage with the Asset Transfer Request process during 2020/21.**

We signpost enquiries to look at the website and other support agencies along with answering any queries. We also link with other departments within the council to sign post and promote the website content internally. Normally we also attend events to publicise and promote our process but this has not been able to happen due to Covid-19 restrictions.

**3.2 In particular what action has been taken to support disadvantaged communities to engage with the asset transfer process during 2020/21?**

We provide Community Learning and Development Team to support where relevant, for example if the group needs additional support to get themselves into a position to take forward what they are requesting. Working out with the formal statutory process allows groups of all participation levels to promote their ideas in a more open environment and for suitable support to be provided where required

Our locality plans across the communities have the highest levels of inequalities. A key part of this is understanding the asset requirements of the public, voluntary and community sectors. Local community partnerships provide a support network for communities working toward community asset transfer with central support officers providing specialist development, legal and property guidance.

**3.3 Please provide any details of the inclusiveness and involvement of local organisations when determining asset transfer applications.**

We follow all the protocols laid down in the Act and encourage community engagement before a full ATR is submitted. Prior to this the groups are encouraged to use the informal process to develop their plans and involve the wider community to ensure that the proposals are inclusive and reflect the views of as much of the community as possible

**Section Four – Additional Information**

4.1 **Please use this space to provide any further feedback not covered in the above sections.**

***For example, we are interested in your reflections about what has gone well and what has gone less well in relation to Asset Transfers during 2020/21?***

***Is there any aspect of the process that you intend to adapt or change in the year ahead?***

***Have you identified any needs for guidance or support that would support the ATR process?***

***If you have developed any case study material or published new information about Asset Transfer Requests please share links to those with us here.***

*A*s council our plans are to develop a more user friendly Expression of Interest (EOI) page on our website. Displaying less technical and more user friendly text on the page. We are keen to promote that this is an informal option, and not part of the formal process which sometimes causes confusion. Our webpage will make clearer the pathways of taking forward ideas and plans on assets. It will include a guide of frequently asked questions and key matters for community groups to consider and where they can access support. We are also planning to trial some promotional opportunities for community groups to work with the Council in developing the use/ future sustainability of council assets

**Subject to the pressures of responding during Covid, if possible please email the completed template by 30 June 2021 to** **community.empowerment@gov.scot**

If you have any queries please contact Malcolm Cowie, Asset Transfer Policy Manager at Malcolm.cowie@gov.scot

Thank you!

Community Empowerment Team

Scottish Government