



**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: Scottish Prison Service

Address: Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW

Completed by: Gemma Merchant

Role: Property Services Manager (Acting)

Email: gemma.merchant@sps.pnn.gov.uk Telephone: 0131 330 3518

Date of completion: 24 June 2021

Are you the Asset Transfer Lead Contact for the organisation: ~~Yes~~/No

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

Gregg Pearson, Head of Professional and Technical Services,

Gregg.pearson@sps.pnn.gov.uk

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 applications refused in 2020/21	Total applications (received in any year) still to be determined as at 31 March 2021.
Nil	Nil	Nil	Nil	Nil

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.
Nil	Nil	Nil	Nil	Nil

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? <i>Please provide details of the asset transfer request and reasons for your decision.</i>
Nil		

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?

One – Area of ground to the north of The Crescent, Longriggend, Airdrie.

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

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.

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

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.

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

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

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](#).

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