



**Asset Transfer Request  
Reporting Template 2021/22 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 2021 to 31 March 2022. 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 2022, whether using this template or not.

**Please provide information in the sections below and email the completed template by 30 June 2022 to [community.empowerment@gov.scot](mailto: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: <a href="mailto:Gemma.Merchant@prisons.gov.scot">Gemma.Merchant@prisons.gov.scot</a>	Telephone: 0131 330 3518

Date of completion: 16/06/2021

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:

## **Section 2: Asset Transfer Data in 2021/22**

2.1 Please complete the following table for the 2021/22 reporting period :

Total Applications Received	Number of successful applications determined	Number of unsuccessful applications determined	Number received -and yet to be determined	Number received prior to 2019/20 and yet to be determined
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 2021/22:

Name of Community Transfer Body, or community group that will take ownership, lease, or management of the asset.	Date request was validated	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 or review which were concluded in 2021/22:

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

N/A

**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.

N/A

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

N/A

**Section Four – Additional Information**

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

N/A

**Section 5 – Community Empowerment Act Review**

*The following questions relate to the Scottish Government review of the Community Empowerment (Scotland) Act 2015. We would value your feedback as a relevant authority concerned with part 5 (asset transfers) of the Community Empowerment (Scotland) Act 2015.*

5.1 Has the legislation made things easier or more difficult to access? Please provide some comments on your experiences as a relevant authority engaging with this legislation.

N/A

5.2 Where can things be further improved, and what needs to change?

N/A

5.3 Are you aware of what support is available to you when engaging with this legislation, and how you can access this? Please provide comments where possible.

N/A

5.4 What would you like to see now, to further empower Scotland’s communities?

N/A

**Please email the completed template by 30 June 2022 to [community.empowerment@gov.scot](mailto:community.empowerment@gov.scot)**

If you have any queries please contact Malcolm Cowie, Asset Transfer Policy Manager at [Malcolm.cowie@gov.scot](mailto:Malcolm.cowie@gov.scot)

Thank you!

Community Empowerment Team  
Scottish Government