

Asset Transfer Request

Reporting Template 2023/24 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 2023 to 31 March 2024. 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 2024, whether using this template or not.

Please provide information in sections below and email completed template by 30 June 2024 to [community.empowerment@gov.scot](mailto:community.empowerment@gov.scot)

Section One – Relevant Authority Information

Organisation: Scottish Prison Service	Address: 1 Lochside Avenue, Edinburgh, EH12 9DJ
Completed by: Gemma Merchant	Role: Business Improvement and Property Manager
Email: <a href="mailto:gemma.merchant@prisons.gov.scot">gemma.merchant@prisons.gov.scot</a>	Telephone: 0131 330 3518
Date of completion: 28 May 2024	
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 2023/24**

2.1 Please complete the following table for the 2023/24 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 2023/24 and yet to be determined
2 (for same asset)	1	1	0	0

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 2023/24:

Asset Transfer process still in process for the Family Hub at Cornton Vale. 2 applications were received for ownership of the hub. Decision Notices were issued 9 April 2024.

2.3 Please provide details of Asset Transfer Requests that went to a relevant authority appeal or review which were concluded in 2023/24:

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>
n/a		

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

An Appeal was submitted in May 2024 to SG however refused due to being a day late. Will report in next years annual return.

**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.

Engaged/met with various organisations when the opportunity arose for the Family hub to be a potential asset transfer.

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.

- SPS found the representations part of the process is very time consuming part of the process, namely: receiving, redacting, displaying on our website then sharing with the applicants.
- the criteria for being able to submit an appeal could be stricter. We had an appeal submitted to SG as the party were not satisfied with the outcome rather than appealing due to the fact that they thought something had been done technically wrong.

**Please email the completed template by 30 June 2024 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)