

Asset Transfer
Reporting Template 2024/25 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.

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: gemma.merchant@prisons.gov.scot

Telephone: 0131 330 3518

Date of completion: 26 June 2025

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 2024/25

2.1 Please complete the following table for the 2024/25 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 2024/25:

Asset Transfer process was in process for the Family Hub at Cornton Vale during 24/25 with Decision Notices issued 9 April 2024 and the asset transfer taking place 28 March 2025.

2.3 Please provide details of Asset Transfer Requests that went to a relevant authority appeal or review which were concluded in 2024/25:

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>
Scottish Prison Service/Support Families 4	N	Appeal was not taken forward by SG as it was submitted a day late.

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

An Appeal by the unsuccessful charity was submitted in May 2024 to SG however refused due to being a day late.

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