



**Asset Transfer Request
Reporting Template 2019/20 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 summary evaluations over the last two years (final 3 year evaluation report is due to be published by end of June 2020), this template has been created to help gather asset transfer data for the period 1 April 2019 to 31 March 2020. 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 2020, whether using this template or not.

Please provide information in the four sections below and email the completed template by 30 June 2020 to community.empowerment@gov.scot.

Section One – Relevant Authority Information

Organisation: Glasgow City Council

Address: City Chambers, George Square, Glasgow

Completed by: Richard Kelly

Role: Grants & Initiatives Manager

Email: richard.kelly@glasgow.gov.uk

Telephone: 0141 287 0066

Date of completion: 24 June 2020

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:

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Section 2: Asset Transfer Data in 2019/20

2.1 Please complete the following table:

Total Applications Received in 2019/20	Number of successful applications	Number of unsuccessful applications	Number received in 2019/20 and yet to be determined	Number received prior to 2019/20 and yet to be determined
7	5	1	6	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 2019/20: [N/A](#)

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.

2.3 Please provide details of Asset Transfer Requests that were refused in 2019/20 and went to a relevant authority appeal or review including whether they were allowed or dismissed: [N/A](#)

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>

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

We have a 2 stage process for Community Asset Transfers – stage 1 is a brief initial enquiry form submitted via the Council website where basic checks are undertaken including ownership of the asset/land. In stage 2 if the asset is council owned, a formal application is issued to the Community Transfer Body (based on the Scottish Govt template). While we have received 7 validated applications during 2019/20, we have also received 35 stage 1 enquiries. Some of the initial enquiries have gone on to stage 2 while others have not, for various reasons.

While 5 asset transfer requests were approved during 2019/20, none of these have been formally completed yet. All of these applications were received and validated during 2018/19.

Of the 5 approved applications, 4 requested a review. There was no request for review received in relation to the 1 unsuccessful application.

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.

The Council's website contains a range of information on Asset Transfer [here](#). This includes detail on how to apply, the assessment process, the governance arrangements and where organisations can get support. There is also a list of current requests, decisions made and requests for review.

The Glasgow approach has the following key features:

It enables community transfer bodies to proceed at a pace that suits them

It provides different routes (including pre-existing ones) to asset transfer

It has a focus on dialogue and partnership

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

The simple enquiry form referred to above enables organisations to make an enquiry about an asset and to consider the route that they could take to asset transfer. The website also provides links to agencies that can provide support for organisations in taking forward their interest in asset transfer.

Section Four – Additional Information

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

Subject to the pressures of responding to the Covid-19 emergency situation and recovery – if possible please email the completed template by 30 June 2020 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