

**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**](mailto:community.empowerment@gov.scot) **.**

**Section One – Relevant Authority Information**

Organisation: Fife Council Address: Fife House, North Street, Glenrothes, KY7 5LT

Completed by: Zahida Ramzan Role: Policy Co-ordinator

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Date of completion: 29th 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:

**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. |
| 4 | 3 | 7 | 1 | 3 |

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. |
| Crail Community Partnership | 1st April 2020 | 15th May 2020 | 26th Feb 2021 | Crail Community Hall – North East Fife. Transfer of ownership of hall at £20k, discount of £47k. |
| North East Fife Community Hub | 30th May 2019 | 31st October 2019 | 1st March 2021 | St David’s Centre, St Andrews. Transfer of ownership of former care home at £100k, discount of £675. |
| Crail Community Partnership | 18th March 2020 | 20th August 2020 | 11th March 2021 | Pinkerton Triangle – North East Fife. Transfer of ownership of small piece of land at nominal of £1, discount of £10,999. |
| Crail Community Partnership | 18th March 2020 | 20th August 2020 | 18th March 2021 | Land at Bow Butts – North East Fife. Transfer of ownership of land at nominal amount of £1, discount of £16,499. |
| Earlsferry Town Hall Ltd | 17th March 2020 | 15th May 2020 | 31 March 2021 | Earlsferry Town Hall – North East Fife. Transfer of ownership of hall for £31,500, discount of £68,500. |
| Sons of Struth Football Club | 14th Nov 2018 | 21st March 2019 |  | Ore Park, Glencraig – To be concluded in 2021 |
| Forgan Arts Centre | 1st April 2020 | 15th May 2020 |  | Leng Home, St. Andrews – To be concluded in 2021 |

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? *Please provide details of the asset transfer request and reasons for your decision.* |
| St Andrews Environmental Network | No | The request was for ownership of a Customer Service Centre in St. Andrews to provide a community hub providing energy efficiency advice etc. The request was refused on the basis that the organisation did not supply enough evidence of the funding and ongoing operation of the proposal; the projected benefits did not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services and lack of evidence of consultation and support for loss of existing services. |
|  |  |  |
|  |  |  |

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| --- |
| 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?  Nine assets have been transferred since January 2017.  2.5 Please provide information on any assets transferred to community ownership *outwith* the Asset Transfer legislative process since January 2017.  Greener Kirkcaldy took ownership of a former Social Work office in Kirkcaldy and the Sailors Rest in Methil took ownership of a community gym prior to the CAT process being implemented.  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.  Transferring ownership of Council assets to community organisations allows for services to be delivered to communities which meets their specific needs, allow the community body to draw in external funding which the Council is not able to do. However, there is also a challenge in that organisations need to have the majority of funding either in place or guaranteed by a funder to enable ownership of an asset – most organisations do not have existing funds available, particularly where the asset is a fairly large asset and in need of alternations and/or repair.  Some of the community benefits resulting from asset transfer include:   * Providing opportunities for disabled people in particular as well as the general community to enjoy sporting and after school activities and make the asset a venue suitable for village events; * Using the asset as a publicly accessible nature reserve and park area to promote ecosystem services including biodiversity, recreation and environmental education; * Improving the health and wellbeing of the community by providing an upgraded facility for use by statutory and voluntary agencies providing co-ordinated services such as exhibitions and events to enable increased social engagement and contributing to environmental wellbeing by using energy efficiency and renewable energy sources; * Providing a permanent, fit for purpose, community hub for residents of south east St Andrews living with financial hardship, ill health, disability and social isolation and addressing loneliness, isolation and other social issues by brining social and related support services together into a one stop shop as well using the asset for social and leisure activities.   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.

Due to the ongoing Covid-19 pandemic, no specific promotion of the process was undertaken during this financial year. However, any organisation that is interested in asset transfer is supported with their application and/or supported to seek the appropriate accommodation through area-based teams, as well as the Council’s Community Asset Transfer Team. A number of community bodies requested an extension to their acceptance of a community asset transfer offer as a result of the pandemic, and these extensions were granted. A number of community bodies have also supported to sign up to a subsidised lease, with the discounted rent reflecting the level of community benefit provided.

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

Largely as a result of the Covid-19 pandemic, there have been very few asset transfer requests or enquiries in this financial year. However, the process and application etc is available online, elected members are aware of the process and area teams continue to provide support to any organisation looking to meet their accommodation needs.

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

A representative of Fife Voluntary Action sits on the evaluation panel which assesses applications. The organisation also provides advice and support to any organisation looking at the ownership or lease of assets and will provide advice to ensure that the documentation meets the asset transfer requirements.

**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.*

The Council established a community asset transfer team in 2017 to oversee the asset transfer process and support community organisations looking to take ownership of Council assets. Since that time, the team has provided guidance and training to internal officers, elected members and community organisations and developed its own knowledge through training delivered by COSS. The multi-disciplinary team includes officers from across Council Services including Property, Legal, Communities & Neighbourhoods, Finance and as well as a representative from Fife Voluntary Action. As the team has learned and developed its skills and understanding of the CAT process, so it has updated the guidance, assessment criteria and application to make it as easy as possible for community organisations to seek asset transfer.

**Subject to the pressures of responding during Covid, if possible please email the completed template by 30 June 2021 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