

**Asset Transfer Request**

**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.

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 2025, whether using this template or not.

**Please provide information in sections below and email completed template by 30 June 2025 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

Email: [Zahida.ramzan@fife.gov.uk](mailto:Zahida.ramzan@fife.gov.uk) Telephone:

Date of completion: 22nd July 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 2024/25 and yet to be determined |
| 0 | 1 | 0 | 0 | 1 |

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:

Dreelside Woods in Anstruther was successfully transferred to Footprint East Neuk in September 2024.

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? *Please provide details of the asset transfer request and reasons for your decision.* |
| NA |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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

Denburn Woods, Anstruther is a common good asset which requires a sheriff decision hence the reason delay in concluding the asset transfer.

**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 continues to support any organisation wishing to apply asset transfer including referring to Fife Voluntary Action and DTAS/COSS. All guidance, application forms and previous applications and decisions are published online.

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

Staff in localities will support organisations with the asset transfer process and/or referring to relevant organisations as appropriate.

**Section Four – Additional Information**

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

**Please email the completed template by 30 June 2025 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)