

# **Community Empowerment and Common Good Property**

**Consultation on Draft Guidance**

**June 2017**



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

# Community Empowerment and Common Good Property: Consultation on Draft Guidance

## Overview

1. This is a consultation on guidance for local authorities on how to fulfil the requirements of Part 8 of the Community Empowerment (Scotland) Act 2015 in relation to Common Good property.
2. Common Good property is owned by local authorities and has been passed down, through local government reorganisation, from former burghs. Those burghs would have received it as a gift or purchased it. It includes land and buildings, moveable items such as furniture and art, and cash funds. There may be restrictions on how certain items of Common Good property are allowed to be used, and whether the local authority can dispose of them. In some cases this has to be decided by the courts. It is also worth noting that, due to the time which has passed, it is sometimes difficult to know whether property forms part of the Common Good.

## Why we are consulting

3. Part 8 of the Community Empowerment (Scotland) Act 2015 places new duties on local authorities in relation to Common Good property. This consultation concerns the statutory guidance related to these processes and asks for views on issues such as timescales, information about assets, local consultation and publicising proposals.
  - Section 102 places a duty on local authorities to “establish and maintain a register of property which is held by the authority as part of the common good.”
  - Section 104 places a duty on local authorities “Before taking any decision to dispose of, or change the use of, such [common good] property the local authority must publish details about the proposed disposal or, as the case may be, the use to which the authority proposes to put the property.”
  - Sections 103 and 105 require local authorities “to have regard to any guidance issued by the Scottish Ministers” in relation to these duties.
4. Part 8 does not define or redefine Common Good or remove or alter any restrictions on the use or disposal of Common Good property.

## Responding to this Consultation

We are inviting responses to this consultation by **29 September 2017**.

Please respond to this consultation using the Scottish Government’s consultation platform, Citizen Space. You can view and respond to this consultation online at:

<https://consult.scotland.gov.uk/local-government-policy/community-empowerment-and-common-good-property>

You can save and return to your responses while the consultation is still open. Please ensure that consultation responses are submitted before the closing date of **29 September 2017**.

If you are unable to respond online, please complete the Respondent Information Form (see “Handling your Response” below) and send to:

Karen Fraser  
Local Government and Analytical Services Division  
Area 3G North  
Victoria Quay  
Edinburgh  
EH6 6QQ

### **Handling your response**

If you respond using Citizen Space (<http://consult.scotland.gov.uk/>), you will be directed to the Respondent Information Form. Please indicate how you wish your response to be handled and, in particular, whether you are happy for your response to be published.

If you are unable to respond via Citizen Space, please complete and return the Respondent Information Form attached to this document. If you ask for your response not to be published, we will regard it as confidential, and we will treat it accordingly.

All respondents should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and would therefore have to consider any request made to it under the Act for information relating to responses made to this consultation exercise.

### **Next steps in the process**

Where respondents have given permission for their response to be made public, and after we have checked that they contain no potentially defamatory material, responses will be made available to the public at <http://consult.scotland.gov.uk>. If you use Citizen Space to respond, you will receive a copy of your response by email.

Following the closing date, all responses will be analysed and considered along with any other available evidence to help us. Responses will be published where we have been given permission to do so.

### **Comments and complaints**

If you have any comments about how this consultation exercise has been conducted, please e-mail them to: [CGConsultation@gov.scot](mailto:CGConsultation@gov.scot)

Or you can contact us by post:

Karen Fraser  
Local Government and Analytical Services Division

Area 3G North  
Victoria Quay  
Edinburgh  
EH6 6QQ

### **Scottish Government consultation process**

Consultation is an essential part of the policy-making process. It gives us the opportunity to consider your opinion and expertise on a proposed area of work.

You can find all our consultations online: <http://consult.scotland.gov.uk>. Each consultation details the issues under consideration, as well as a way for you to give us your views, either online, by email or by post.

Consultations may involve seeking views in a number of different ways, such as public meetings, focus groups, or other online methods such as Dialogue (<https://www.ideas.gov.scot>)

Responses will be analysed and used as part of the decision making process, along with a range of other available information and evidence. We will publish a report of this analysis for every consultation. Depending on the nature of the consultation exercise the responses received may:

- indicate the need for policy development or review
- inform the development of a particular policy
- help decisions to be made between alternative policy proposals
- be used to finalise legislation before it is implemented

While details of particular circumstances described in a response to a consultation exercise may usefully inform the policy process, consultation exercises cannot address individual concerns and comments, which should be directed to the relevant public body.

## Chapter 1 - Common Good registers

1. Section 102 of the Community Empowerment (Scotland) Act 2015 requires local authorities to develop and publish Common Good registers. Before publishing the final version of the register, each local authority must publish a list of property which it proposes to include on its Common Good register and consult on this list.

### Publication

2. Local authorities should aim to be consistent in how and where they publish both the initial list of common good property and the final Common Good register. So, in common with the requirements for publishing the final register (Chapter 4), the public should be able to inspect the list of Common Good property free of charge and access it electronically, ideally on the local authority's own website.
3. Local authorities must be ready to make the list of property available in alternative languages and formats, if requested, to meet equality requirements. They may also wish to produce paper copies of the list if they think this will be more accessible to the groups they are looking to reach. Other alternatives could be, for example, to enable people to view the list on a computer at a public enquiry office, or send out printed extracts in response to telephone enquiries.

**QUESTION 1:** If applicable, where or how else should this information be published as a minimum requirement? Why is this needed in addition?

The suggested provisions for availability of the list are sufficient. Provided access is available in hard copy and electronically, specifically on the local authority's website, there should be no further requirements necessary.

### Length of consultation

4. The list of Common Good property should be made publicly available for comment for at least eight weeks.

**QUESTION 2:** What are your views on the timescale of eight weeks for people to comment on the list of common good property?

The timescale of at least eight weeks is satisfactory.

### Information about property

5. The list of Common Good property should include enough detail about each item to enable members of the public to identify and locate individual assets. As a minimum this should be: the name of the asset, a brief description of what the asset is, the location of the asset, the name of the burgh to which the asset formerly belonged and any additional information about the asset which may be of use to a reader (see Annex A for more information).
6. There is no requirement on local authorities to make checks or confirm title before including property and assets on the list. This is because it is recognised that the ownership and boundaries of land and property are sometimes unclear,

especially where records are old and land has changed hands by statutory powers or reorganisation of public bodies.

**QUESTION 3:** What, if any, further information about common good property should be provided?

The proposed set of information is sufficient- the detail included should give a member of the public clarity about the extent and scope of each asset being included on the list.

## Chapter 2 – Identifying and contacting Community Bodies

1. When the list of property is published, local authorities must invite community councils and other community bodies to consider the list and provide their views.

### How to contact Community Bodies

2. The definition of “community bodies” given in section 106 of the Act is quite broad. We recognise that it may be difficult for local authorities to identify every individual group with a potential interest in a piece of common good property. Therefore we recommend that local authorities work with community planning partners and organisations such as Voluntary Action Scotland to help identify relevant groups in the local area. Local authorities should also note that the Local Government etc. (Scotland) Act 1994 defines specific geographical areas where communities will have an interest in common good property.
3. We expect local authorities to use a variety of methods to reach community bodies and they may find the revised [National Standards for Community Engagement](#) helpful when trying to connect with diverse groups of people from across the community. Community councils are already statutory consultees in the planning process and we would recommend that local authorities take advantage of these existing links when notifying community councils about proposals relating to common good property.

**QUESTION 4:** What, if any, further ways should local authorities use to identify and contact relevant community bodies?

The requirement to work through Community Planning Partnerships should ensure that relevant groups in the local area are all contacted, particularly where strategic Third Sector representation (partnerships/interfaces) are active and effective members of the CPP.

## Chapter 3 – Dealing with representations

1. The ability to provide views and comments (make representations) before the common good register is formally published, ensures that individuals, community councils and other community bodies have an opportunity to make a case for property to be included in or excluded from the register.

### How to make representations

2. When publishing the list of common good property, local authorities should clearly set out the process and timescale for making any representations. All representations should be made in writing, either by e-mail or by letter. It should also be made clear that all representations will be published (although personal details must be handled in accordance with the local authority's data protection policy).

### How to access representations

3. We expect local authorities to publish all the representations they receive. All of these documents, whether paper copy or electronic, should be accessible from the same place as the list of property and, eventually, the Common Good register.

### Responding to representations

4. Local authorities should aim to investigate and respond to representations within eight weeks. The final response should be published alongside the original representation. Once a local authority has fully considered a representation, this decision will be final - unless significant new information comes to light or a court decides otherwise. Local authorities are not required to consider repeated representations in relation to the same asset when no new information is provided.

**QUESTION 5:** What are your views on the timescale of eight weeks to investigate representations in respect of the register?

If representations are entirely straightforward and require little investigation the timescale of 8 weeks is appropriate. However, if the representation requires investigation and potentially discussion with archivists, community groups or legal services, or if it needs to go through a committee process, the 8 week timescale could be challenging, therefore it is suggested that the timescale be extended to 20 weeks.

## Chapter 4 - Publishing the Common Good register

1. Local authorities should aim to publish the first version of their Common Good register as soon as practicable after the initial eight week consultation period has closed, and in any case within six months of the end of the consultation.
2. In cases where there have been numerous or particularly complex representations and a local authority is still carrying out investigations, a note should be added to the register to that effect. A covering note to the Register should make clear that some representations are still being followed up and there should be an indication of when these investigations are likely to be completed and a new version of the register made available. This should maintain transparency while still allowing local authorities to properly investigate complex cases.

**QUESTION 6:** What are your views on the timescale for publishing the Common Good register?

The timescale is reasonable.

**QUESTION 7:** Do you agree or disagree with the proposals to publish the register even when some items on it are not yet confirmed?

Agree- provided note to the effect of ongoing investigation work are allowed.

### Access to the register

3. The public must be able to inspect the Common Good register free of charge, and the document must be available electronically, ideally on the local authority website.
4. Local authorities should ensure that their Common Good register is easy to find and has clear instructions for use. They must also be ready to provide information from the register in alternative languages and formats if requested, to meet equality requirements. It is not necessary to produce a full paper version of the register, although this may be the preferred option for some local authorities. Alternatives could be, for example, to enable people to use the register on a computer at a public enquiry office, or to send out printed extracts in response to telephone enquiries.

### Review

5. Common Good registers should be considered to be “living documents” and local authorities should revise their register if new Common Good assets are identified or if existing assets are disposed of or re-classified. It is also good practice to review the register at regular intervals, such as at the same time as the register of common good assets for accounting purposes (which is usually carried out annually). The process and timescale for review of the Common Good register should be made clear, along with the date of the last update.

**QUESTION 8:** What are your views on reviewing the common good register

annually?

Agree with this proposal

## **Chapter 5 - Consultation when planning to dispose or change the use of Common Good property**

1. Section 104 requires local authorities to consult with the local community when they are planning to dispose of common good property, or change its use. Each local authority must publish details of the proposed disposal or change of use of common good property.

### **What information should be included about the property**

2. The proposal should clearly state which property is being considered and what the plans are. The proposal should include enough detail to enable members of the public to identify and locate the property. To identify the property, the local authority should use the same information about the property that is included in the Common Good Register (Chapter 1). In relation to cash funds, “change of use” would not cover every payment to different people, or moving investments about, but would include, for example, changing the rules about what type of things could be funded.

### **Where and how should details be published**

3. As a minimum, local authorities should publish the details of the proposal on their own website and should ensure that this is publicised widely. If the request relates to a building or area of land, a public notice should be placed on the building or land, or on an object close to it. If it is a building open to the public, you may also want to put a copy somewhere prominent inside. However, it is more important that the notice is put up where interested people will see it than that it is on or adjacent to the land in question. It could be displayed in a village shop, on a community noticeboard or an information point in a car park - wherever local events and notices are normally advertised.

**QUESTION 9:** If applicable, where or how else, should details of a proposed disposal or change of use be published as a minimum requirement? Why is this (are these) needed in addition?

**No need for further publication/advertising.**

## **Chapter 6 – Consulting the Community**

1. Local authorities must notify community councils and community bodies when the proposal is published.

### **Representations**

2. Local authorities must invite community councils and other community bodies to consider and give their views on the proposal making it clear that all representations will be published. This ensures a transparent process and that individuals, community councils and other community bodies have an opportunity to consider the proposal and how it might affect them. It should be made clear that people will have at least 20 working days from date of publication to make

representations.

**QUESTION 10:** What are your views on the timescale of 20 days to make a representation on a proposed change or disposal of a common good asset?

Timescale could be challenging for Community Councils and/or community groups dependent on the date of issue and also their own meeting schedule, suggest this is extended to 40 working days.

### **Final response**

3. Local authorities should aim to consider and respond to any representations within 20 working days. The final response(s) should then be published online alongside the original representation(s). Local authorities should also ensure that they publish the final decision about the proposal (i.e. whether the proposal will be taken forward and any changes which will be made) and notify community bodies and anyone who made a representation.

**QUESTION 11:** What are your views on the timescale of 20 days to respond to representations?

If representations are entirely straightforward and require little investigation the timescale of 8 weeks is appropriate. However, if the representation requires investigation and potentially discussion with archivists, community groups or legal services, or if it needs to go through a committee process, the 8 week timescale could be challenging, therefore it is suggested that the timescale be extended to 20 weeks.

**QUESTION 12:** If the proposals are amended, should the guidance recommend consulting again on the revised proposal?

Yes, to ensure that groups who made no previous representations have the opportunity to reconsider their viewpoint in light of the amended proposal.

## Annex A – Information to be included in Common Good Register

| Information fields     | Detail   |
|------------------------|--|
| Name of asset          | The name by which the asset is generally known by  |
| Description of asset   | A brief description of what the asset is e.g. land, building, fund   |
| Location               | The most detailed information that the local authority has about the location of the asset e.g. grid reference, map or description. A member of the public should be able to use the description to accurately identify where the asset is |
| Former Burgh           | The former Burgh to which the asset originally belonged  |
| Additional Information | Any extra information which might be of use to a reader e.g. if the asset is managed by a third party or, if the asset is not land or property, a description of what the asset is   |

### Example of what entries in a Common Good Register might look like

| Name of asset                   | Type of asset | Location  | Former Burgh linked to asset    | Additional Information  |
|---------------------------------|---------------|---|---------------------------------|---|
| Scotlandtown Recreation Park    | land          | An acre of land in Scotlandtown, which is bordered to the north by the river Alba and on the east by Scotland Street. It is adjacent to Scotlandtown town hall. | The Royal Burgh of Scotlandtown | Exact date of acquisition is unclear but was before 1900.   |
| *Chandlers Row                  | land          | A lane in Scotlandtown, running from the Harbour to the Marketgate.   | The Royal Burgh of Scotlandtown | <b>*Unconfirmed as common good property – still under investigation.</b>  |
| Dunalba Common Good Fund        | fund          | N/A   | The Burgh of Dunalba            | Fund set up for the benefit of the inhabitants of Dunalba. Detailed information about what can be funded is available direct from the local authority |
| Painting of Provost Ross (1893) | painting      | Dunalba Town House, Mercat Square, Dunalba  | The Burgh of Dunalba            | Painting gifted to the Burgh of Dunalba by the family of Provost Ross in 1893   |



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

© Crown copyright 2017

**OGI**

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit [nationalarchives.gov.uk/doc/open-government-licence/version/3](http://nationalarchives.gov.uk/doc/open-government-licence/version/3) or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at [www.gov.scot](http://www.gov.scot)

Any enquiries regarding this publication should be sent to us at  
The Scottish Government  
St Andrew's House  
Edinburgh  
EH1 3DG

ISBN: 978-1-78851-075-2 (web only)

Published by The Scottish Government, June 2017

Produced for The Scottish Government by APS Group Scotland, 21 Tennant Street, Edinburgh EH6 5NA  
PPDAS266298 (06/17)

w w w . g o v . s c o t