

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 2024, whether using this template or not.

Please provide information in sections below and email completed template by 30 June 2024 to [community.empowerment@gov.scot](mailto:community.empowerment@gov.scot)

Section One – Relevant Authority Information

Organisation:	Argyll & Bute Council	Address:	Kilmory Castle, Lochgilphead, PA31 8RT
Completed by:	David Allan	Role:	Estates & Property Development Manager
Email:	<a href="mailto:estatesenquiries@argyll-bute.gov.uk">estatesenquiries@argyll-bute.gov.uk</a>	Telephone:	01436 658 957
Date of completion: 26/06/2025			

Are you the Asset Transfer Lead Contact for the organisation: No

If not please provide the name, job title and email address for the lead contact for any queries:

Suzanne Mason, Engagement and Communities Lead. [suzanne.mason@argyll-bute.gov.uk](mailto:suzanne.mason@argyll-bute.gov.uk)

**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 2024/5 and yet to be determined
None	None	None	None	None

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:

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>
None		

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

Although we have no formal ATRs to report, we have a number of active Expressions of Interest (17) with 7 of these new requests being instigated within the time frame of this report. We view the increase in EOI and subsequent decrease in ATR a positive reflection of the support we are giving to communities to address and articulate their request without requiring them to invoke the legislation and the subsequent, often onerous for groups, process involved.

### **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.

We regularly maintain and update information pages on our website:

[Community Asset Transfer | Argyll and Bute Council \(argyll-bute.gov.uk\)](https://argyll-bute.gov.uk)

We signpost enquiries to look at the website and other support agencies along with answering any queries. We also link with other departments within the council to signpost and promote the website content internally.

We actively signpost and direct general enquiries via a dedicated inbox which is monitored by our main point of contact, which allows a co-ordination of responses from services. We have embedded support to assets within our community development team and strengthened joint working between services supporting groups with interest in council assets.

We signpost groups to COSS for support and training and have promoted sessions via our community development channels.

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

We work with all groups to help them develop and make their request known.

We offer support arrangements for use of assets alongside wider Community Development support to a range of groups across Argyll & Bute.

We have a main point of contact in place for initial / ongoing contact, specialist support from officers with detailed knowledge of each area and close working with assets teams to assist groups to develop their request, whether they choose to develop a formal or informal process to raise their request.

**Section Four – Additional Information**

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

We regularly update the information displayed on our website; striving to ensure that it is user friendly and informative.

We continue to promote the information expression of interest option as a more effective route in the majority of cases, with the formal process as a further option for groups wishing to take up this route. Informal option, we will continue to review and streamline our processes and the information we provide to the public around asset transfer.

We will seek input from those with experience of the processes to inform future changes to how they are designed.

The existing EOI page will be continued to be updated as new ideas come forward.

[Asset Transfer Expressions of Interest | Argyll and Bute Council \(argyll-bute.gov.uk\)](https://argyll-bute.gov.uk/asset-transfer-expressions-of-interest)

[Community Asset Transfer | Argyll and Bute Council \(argyll-bute.gov.uk\)](https://argyll-bute.gov.uk/community-asset-transfer)

Sent by email 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)