

**Asset Transfer Request
Reporting Template 2025/26 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 2025 to 31 March 2026. 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 2026, whether using this template or not.

Please provide information in sections below and email completed template by 30 June 2026 to community.empowerment@gov.scot

Section One – Relevant Authority Information

Organisation: Argyll & Bute Council Address: Kilmory Castle, Lochgilphead, PA31 8RT

Completed by: Suzanne Mason Role: Engagement and Communities Lead

Email: communitydevelopment@argyll-bute.gov.uk Telephone: 01436 658933

Date of completion: 25/06/2026

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:

David Allan, Estates & Property Development Manager: estatesenquiries@argyll-bute.gov.uk

Rona Gold, Communities and Partnership Manager: rona.gold@argyll-bute.gov.uk

Section 2: Asset Transfer Data in 2025/26

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 2025/6 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 2025/26:

2.3 Please provide details of Asset Transfer Requests that went to a relevant authority appeal or review which were concluded in 2025/26:

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		

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

We have no formal ATRs to report for 2025/26. We have 19 active Expressions of Interest with 5 of these initiating in 2025/26. Through the EOI process we are actively supporting community groups with an interest in assets to consider the steps required in asset transfer, and should they consider it a better route, to lease.

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:

<https://www.argyll-bute.gov.uk/my-community/communities-and-partnerships/community-asset-transfer>

We signpost enquiries to the website and other support agencies, alongside answering queries and providing community development support.

We actively manage a dedicated inbox which enables a co-ordination of responses from across council services.

3.2 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 have recently collaborated with DTAS/ COSS on training for staff and refining and reviewing our processes.

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

[Asset Transfer Expressions of Interest | Argyll and Bute Council \(argyll-bute.gov.uk\)](https://www.argyll-bute.gov.uk/my-community/communities-and-partnerships/community-asset-transfer)

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Sent by email 30 June 2026 to community.empowerment@gov.scot

If you have any queries please contact Malcolm Cowie, Asset Transfer Policy Manager at Malcolm.cowie@gov.scot