

**Asset Transfer Request  
Reporting Template 2023/24 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: Scottish Borders Council

Address: Council Headquarters

Newtown St Boswells

MELROSE TD6 0SA

Completed by: Clare Malster

Role: Participation Officer

Email: [cmalster@scotborders.gov.uk](mailto:cmalster@scotborders.gov.uk)

Telephone: 01835 826626

Date of completion: 18 June 2024

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 2023/24**

2.1 Please complete the following table for the 2023/24 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 2023/24 and yet to be determined
2	0	0	2	0

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 2023/24:

The request received from West Linton Village Centre Trust for a ten-year lease, agreed in February 2023, was concluded in 2023/24

A lease to Coldstream Community Larder for the annex building of Coldstream Primary School was agreed in Q1 of 2023/24. It is expected that using this building will give the Larder more visibility and increase the number of people benefitting from the service. This lease was dealt with outwith the formal process set out in the Community Empowerment (Scotland) Act 2015.

A lease to The Hub Innerleithen CIC for the former toilets on Hall Street, Innerleithen develop changing facilities, showers, and an external bike wash for cyclists. This lease was dealt with outwith the formal process set out in the Community Empowerment (Scotland) Act 2015.

The shed and land at Denholm Primary Schools was sold to neighbouring Denholm Village Hall. This sale was dealt with outwith the formal process set out in the Community Empowerment (Scotland) Act 2015.

2.3 Please provide details of Asset Transfer Requests that went to a relevant authority appeal or review which were concluded in 2023/24:

None

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>

2.4 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 2023/24 Scottish Borders Council took part in a Place Making Peer workshop to raise awareness of asset transfer, the process and support available. This resulted in one immediate contact relating to a Common Good asset. Discussions are at an early stage and progressing as part of the Place Making process with the relevant Common Good committee.

SBC agreed a process for estates rationalisation, optimisation and decarbonisation recognising that a number of Council buildings play a significant role within communities across the Scottish Borders, particularly those that community groups use regularly or those that have a significant civic presence. As part of this work communication and engagement processes were put in place.

Information on the website has been reviewed to provide a self-help guide for communities in the initial stages of exploring asset transfer. This includes information about what will be required of a community transfer body, the asset transfer journey and sign posting to support available outwith Scottish Borders Council.

Communities continue to be updated, through the Councils locality-based Area Partnerships, about asset transfer applications and their progress.

SBC's Community Engagement team promote asset transfer as part of their interaction with communities. We are currently working with our Community Learning and Development team to raise their awareness of asset transfers and build their capacity to support committees with asset transfer ambitions.

The ongoing Place Making work is engaging and supporting communities in discussions about assets in their areas.

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

Locality based Community Engagement Officers are proactive in their engagement with disadvantaged groups and are able to identify, provide and sign post to support available for communities.

## **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 2024 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)