

**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: Midlothian Council                      Address: Midlothian House, 40 – 46 Buccleuch Street, Dalkeith EH22 1DN

Completed by: Kevin Anderson                      Role: Executive Director - Place

Email: kevin.anderson@midlothian.gov.uk                      Telephone: 0131 271 3102

Date of completion: 07.06.24

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
1	0	0	1	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:

None

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

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:

### **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.

Midlothian Council work closely with Midlothian Voluntary Action (MVA) to support organisations that make an application or are considering making an application for a CAT. MVA will ensure the CTBs governance documents and organisation structure are in line with the requirements of the Act.

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

Information and support is available to all communities. Midlothian Council work closely with Midlothian Voluntary Action (MVA) to support organisations that make an application or are considering making an application for a CAT. MVA will ensure the CTBs governance documents and organisation structure are in line with the requirements of the Act.

### **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)