



**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 the sections below and email the completed template by 30 June 2024 to community.empowerment@gov.scot.

Section One – Relevant Authority Information

Organisation: NHS Highland	Address: Assynt House, Beechwood Park, Inverness, IV2 3BW
Completed by: Helen Emery / Simon Banham	Role: Property Manager
Email: Helen.Emery2@nhs.scot	Telephone: 07976 862 792
Date of completion: 03.05.2024	
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
0	0	0	0	1 Ian Charles Hospital Grantown on Spey. 19.02.2021 Expression of Interest - ongoing awaiting property to be declared surplus (building still in use by the Health Centre) and awaiting Community Company proposed plans for the development of the Hospital. (anticipated approx. June 2024)

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:

Name of Community Transfer Body, or community group that will take ownership, lease, or management of the asset.	Date request was validated	Date decision was agreed to transfer the asset	Date transfer completed	Please provide further details, such as: description of the asset / area transferred / amount paid / discount given/ type of ownership / purpose of the transfer.
Aviemore Allotment Association (AAA) - Lease	TBC – Richard MacDonald agreed to this on the 05.02.2024 - Subject to Asset Management Approval	TBC – Summer 2024	N/A	Land to the rear of Badenoch and Strathspey Community Hospital is to be leased to AAA for the use of community allotments.

2.3 Please provide details of Asset Transfer Requests that went to a relevant authority appeal or review which were concluded in 2022/23:

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>
N/A	N/A	N/A

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.

NHS Highland's website has a specific page dedicated to Community Empowerment. Information on this web page provides a clear explanation of the Asset Transfer process, how to make an application, contact details of local District/Locality Managers and the single point of contact. The website confirms that the Board Secretary has been designated the first point of contact for Participation Requests. The website details the process which would be followed, together with the associated timeframes. It also provides access to Scottish Government guidance.

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

NHS Highland has made the application process more accessible by making the application form fully online so that applicants can fill it in and submit on screen to cut out the need for email. We have also offered the option of contacting NHS Highland to arrange for someone to complete the form for people unable to complete it themselves. We also offer the form in large print.

Section Four – Additional Information

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

Section 5 – Community Empowerment Act Review

The following questions relate to the Scottish Government review of the Community Empowerment (Scotland) Act 2015. We would value your feedback as a relevant authority concerned with part 5 (asset transfers) of the Community Empowerment (Scotland) Act 2015.

- 5.1 Has the legislation made things easier or more difficult to access? Please provide some comments on your experiences as a relevant authority engaging with this legislation.
- 5.2 Where can things be further improved, and what needs to change?
- 5.3 Are you aware of what support is available to you when engaging with this legislation, and how you can access this? Please provide comments where possible.
- 5.4 What would you like to see now, to further empower Scotland's communities?

Completed by: Ruth Daly

Role: Board Secretary

Email: ruth.daly2@nhs.scot

Date of completion: May 2024

Please email the completed template by 30 June 2024 to community.empowerment@gov.scot

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

Thank you!

Community Empowerment Team
Scottish Government